



Organization of Biological Field Stations

Supporting environmental research, education, and public understanding

Founded
1966

Annual Report 2018-2019

OBFS GOVERNANCE

Email address and duties available on the OBFS website

Elected Positions (Executive Committee) (all terms are for 2 years and begin on April 1st. Only the Secretary and Treasurer may run for consecutive terms)

President	Stacy McNulty	2018-2020
Past President	Paul Foster	2018-2020
Vice President	Brett Biebuyck	2019-2021
Secretary	Anne Kelly	2018-2020
Treasurer	Paul Wetzel	2019-2021
At-Large (1)	Jason Wallace	2019-2021
At-Large (2)	Lesley Knoll	2018-2020
At-Large (Early Career)	Venetia Lyles	2018-2020

Board Selected Officer Positions (terms are for 2 years, beginning on April 1st, and may be renewed)

Editor	Sarah Oktay	2019-2021
Network Coordinator	Jason Tallant	2018-2020

Organizational Standing Committee Chairs. The business of OBFS is conducted through committees. Committee Chairs are appointed by the Executive Committee for 1 year with terms beginning January 1st and may be renewed. Chairs assume seats on the Board of Directors.

Annual Meeting	Chris Lorentz	2017-2019
Annual Meeting	Brett Biebuyck	2019-2021
Human Diversity	Amy Whipple	ongoing
International	David Maneli	
	& Paul Foster	2019
Finance & Membership	Philippe Cohen	2019
Investment	Peter Connors	(ongoing)
Governance	Eric Nagy	2019
Nominations	Paul Foster	2019
Org Development	Brian Kloeppel	2019
Outreach	Lisa Busch	2019
Communications	Vanessa Trujillo	2019
Historian	Mary Hufty	2019

The OBFS *Annual Report* contains results of elections, standing committee reports, minutes of the annual meeting, and other business of the organization. This report covers OBFS activities for the period of 9/1/2018 through 8/31/2019

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Editor's Note

During our last annual meeting at Schoodic, David White, our exemplary Editor for 22 years stepped down upon his retirement as Director of the Hancock Biological Station. In the beginning newsletters were sent out once or twice to the member organizations via mail through the late 1990s. These newsletters were also posted on the member section of the OBFS website. According to David, the last newsletter was posted in 2005. At that time, it was decided that an Annual Report would be more appropriate because it would fulfill one of the requirements of our 501(c)3 status. Annual Reports were published based on the calendar year through 2012. Since then, we have structured them to follow the fiscal year of September 1 through the end of August. This allows us to release the annual report immediately before each annual meeting when we hopefully are paying attention. This annual report includes copies of all Board of Director meeting minutes, a summary of our financial status, a list of attendees for the previous year's annual meeting, committee reports, and an update on elected officers.

I have continued David's legacy of publishing the ballot for our officers with a few quirky and intentionally funny comments and have encouraged people running for office to inject some humor in what can feel like a perfunctory or daunting task.

I also took over the mailing list from Philippe after his retirement from Jasper Ridge. To subscribe or unsubscribe, send an email with subscribe or unsubscribe in the subject line to obfs-mail-list-request@ucdavis.edu.

Please send us your ideas for things to include in the annual report. Our communications and outreach team are working hard to collect your stories and create communication tools we can share. Help us spread the news about this fabulous organization that I have served now for thirteen years.

-Sarah Oktay

OBFS President's Report, 2018/2019 Stacy McNulty, OBFS President 2018-2020

This past year has been an exciting one for OBFS. A number of initiatives are underway or planned, and the board, committees, and membership put significant work toward each of these, summarized briefly here. Welcome to the new board members whose terms began 1 April, 2019 and heartfelt thank you to those who stepped off the board for their service.

The 2018 annual meeting was held at the gorgeous, ocean-side Schoodic Institute in Acadia National Park, Maine. Highlights included sessions and workshops on tools of engagement, outreach strategies for diverse audiences, focus on undergraduates, public lands, and much more. Longtime editor David White was honored with the OBFS Distinguished Service Award, and the Local Hero Award was presented to Glen Mittelhauser of the Maine Natural History Observatory. A policy on conduct at meetings and OBFS events was rolled out for the 2018 annual OBFS meeting. The "Rock Lobster!" auction continued to be a success and raised \$ \$11,449 for the organization's restricted fund. Thanks to all who contributed and to our friends and hosts at Schoodic!

In the past year, to better serve the membership, the board implemented changes to financial processes and structures. OBFS members approved a change to the annual membership rate structure which went into effect in early 2019. This new progressive fee schedule sets membership dues based on a station's operating budget with the goal of enabling stations with fewer resources to become members of the organization while expanding and enhancing program activities for all

members. Thanks to everyone for the thoughtful discussion and feedback on the progressive fee structure.

In spring 2019, members of the Development Committee gathered at the picturesque Deering Institute to generate two proposals for submission to select philanthropic organizations. The proposals are geared toward either general OBFS operating support or an executive director (ED) position and will be customizable depending on OBFS and donor objectives. ED funding has been an aspirational goal of the organization, and thanks to the long-term vision and dedication of the OBFS membership and leadership, the goal is within reach. It has been our long-stated objective to have a dedicated presence at the national/international level and having paid OBFS staff is a key component of that plan.



Pictured left to right, Brian Kloeppel, Sarah Oktay, Stacy McNulty, Paul Foster. Photo credit: Cheryl, "Cha Cha" Soloff

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In other financial news, our treasurer has transitioned from Philippe Cohen (former director, Jasper Ridge Biological Preserve) to Paul Wetzel of Smith College MacLeish Field Station. Paul and Philippe deserve sincere appreciation for their careful fiduciary administration during the shift. Please join me in thanking Philippe for his many years of tireless service as OBFS treasurer!

OBFS' fiscal health is strong and the Development Committee and board have discussed ways to grow the Friends of OBFS group through special events. A planned event for Miami, Florida was not held in 2018 due to low ticket sales. There were several takeaway lessons regarding future event planning which are captured in the Development Committee and board meeting minutes.

The OBFS Historian, Mary Hufty continued work on the organization's archive at the Archbold Biological Station as well as digitizing and making available more material about our past.

Looking ahead, OBFS partnered on a grant submission to increase our organization's global connectivity and impact. A consortium of European and Canadian field stations submitted a Biological Field Station Science for Society (BFS3) proposal to the European Commission. BFS3 is a community-

based citizen science program focused on how public participation in global change monitoring benefits society and how networked field stations can implement co-designed science programs. The role of OBFS in BFS3 is to help with communication, and if funded OBFS will send a representative to an annual BFS3 meeting.

OBFS continued to partner with American Institute for Biological Sciences through their Congressional Visits Day and other programs. In spring 2019, OBFS members from five US states met with their representatives to emphasize the importance of science-based policy. This support for science is critical in these challenging budgetary and societal times.

As a member-supported organization, you are invited to share ideas and feedback any time with the board at president@obfs.org.

Last, thank you for the opportunity to serve the OBFS community. I have sincerely enjoyed speaking with many of you and look forward to more conversations about field station science, students...and sewers.

Dutifully submitted,

Stacy McNulty, OBFS President 2018-2020

2018 Elections

The 2018 election of officers who will serve in 2019 took place November 14 – December 12. Offices open were Vice-President, Treasurer, and Member-at-Large (1).

Brett Biebuyck was elected Vice-President; Paul Wetzel was elected Treasurer (and Philippe is eternally grateful); and Jason Wallace was elected Member-at-Large (1) in tight races that were nail biters. OBFS greatly appreciates **Jeffrey Clary, Skip J. Van Bloem, Tom Bansak, Tom Doak, and Mike Kisgen** for their willingness to serve as Board members and stand for office!

Year	# of voters
2018	82
2017	92
2016	100
2015	85
2014	99
2013	83
2012	83
2011	77
2010	66
2009	47

Year	# of voters
2008	55
2007	67
2006	66
2005	52
2004	41
2003	54
2002	38
2001	59

Meet your Elected Board of Directors for 2018-2019



Stacy McNulty – OBFS President (term 2018-2020)

I am the Associate Director of the Adirondack Ecological Center, a field station of the State University of New York College of Environmental Science and Forestry located in Newcomb, NY. My role as President of OBFS is to preside at board meetings and run the annual meeting. I also oversee the functioning of board committees and in general, supervise the affairs of the organization. I can be reached at president@OBFS.org.



Paul Foster – OBFS Past President (term 2018-2020)

I am the director of the Bijagual Ecological Reserve located in northern Costa Rica. My primary role as Past President of OBFS is to perform or oversee procedures for nominations for officers and board members. The past president performs other duties assigned by the Board of Directors. I can be reached at pastpresident@OBFS.org.



Brett Biebuyck – Vice President (term 2019-2021)

I am currently the Associate Director for Operations and Finance at Toolik Field Station (TFS), run by the University of Alaska. I fill in for the President when the President is unable to attend a meeting or event. My duties also include overseeing the planning of the annual meeting and conducting member surveys. I can be reached at vicepresident@OBFS.org.



Anne Kelly – Secretary (term 2018-2020)

I am the program director of the California State University's Desert Studies Center at Zzyzx, California. I am responsible for taking the minutes during the annual meetings and for all Board of Directors conference call meetings. I am custodian of the corporate records and keep a register of the mailing address of each voting member as provided by such member. I can be reached at secretary@OBFS.org.



Paul Wetzel – OBFS Treasurer (term 2019-2021; can be extended)

I am the Manager of the Ada & Archibald MacLeish Field Station, a liberal arts field station run by Smith College in western Massachusetts. I am responsible for the financial affairs of the corporation and coordinate with the secretary to prepare a register of current voting and non-voting members. I also am the primary contact related to renewing or joining OBFS. I can be reached at treasurer@OBFS.org.



Jason Wallace – OBFS Member-at-Large (1) (term 2019-2021)

I am the Station Manager of the CSU Desert Studies Center, Zzyzx, a field station of the California State University located within the Mojave National Preserve. I am responsible for duties as defined by the Board or Directors. I can be reached at jwallace@fullerton.edu



Lesley Knoll – OBFS Member-at-Large (2) (term 2018-2020)

I am the Station Biologist at the Itasca Biological Station and Laboratories and also an Adjunct Assistant Professor in the Department of Plant and Microbial Biology at the University of Minnesota Twin Cities. I am responsible for duties as defined by the Board or Directors. I can be reached at lbknoll@umn.edu



Venetia Lyles – OBFS Early Career Member-at-Large (term 2018-2020)

I currently am the director of the Savannah River Environmental Sciences Field Station (www.sresfs.scsu.edu) and also an Assistant Professor of chemistry at South Carolina State University. The Member at Large – Early Career position is a learning position for new members on the Board of Directors. This position allows the individual to learn about the inner workings of the OBFS governance body and have an input in the organization. I am responsible for duties as defined by the Board or Directors. I can be reached at vlyles@scsu.edu.

COMMITTEE REPORTS

Nominations Committee Report – Paul Foster

Nominations for the 2019 OBFS elections were solicited during the annual meeting at Schoodic Institute. Jan Hodder kindly substituted for committee chair Paul Foster who was unable to attend the meeting. Jan was assisted by several current and previous OBFS board members who made every effort to create a diverse slate of candidates. We seek broad participation on futures OBFS boards and encourage people to run for the elected positions. Please contact past-president@obfs.org if you have questions about any of the positions.

Historian's Report – Mary Page Hufty, MD

Our field stations are the path finders for our future. As we look at our planet's environment, it seems true that we live in an interesting time to be a biologist and a terrible time to be a human. Although it seems hard to believe, the leaders at field stations are the lucky ones because they (you/we) bring knowledge and hope.

Talking to field station leaders at last year's Annual Meeting in Schoodic, I was struck by the unrecognized scope and depth of the lands we research and manage.

So, this year your historian and her new OBFS friend, Ada Duffey, an assistant professor of accounting and business at the University of Wisconsin with an interest in their field stations, have worked on a small survey to begin to better understand the size variation of field stations, in terms of acres of land being studied, owned or managed as well as the different habitats that are being influenced.

We have preliminary data from the 2019 survey which 76 of you completed. Thank you!

Responses came from 30 states, 8 countries, 4 continents and 30 self -described distinct ecosystems. Very conservatively, more than 3 million acres were reported to be available to the responding field stations for research with about 200,000 owned acres. More than 10 times as many acres are available for research as are controlled through ownership. OBFS's members get answers from nature on the changes in our environment on a vast array and size of lands.

Our next survey will specifically answer questions which you have asked us for– such as “what is the core reason that our stations were created?” “How has size of staff- administrative, research, and volunteer- change in proportion to physical size and budget size.” We will need your help to be sure we pick the right ranges and that the information that will help you and that we format the questions in a way that gives you needed insights.

I will be at the annual meeting to get your feedback on our efforts thus far and to find out what information you might want to be provided in the future.

You can add to OBFS historical collection at any time. Don't throw away those apparently useless hard copies and memorabilia. Again, please remember to scan and/or send your OBFS memorabilia to the OBFS webmaster and/ or to: Archbold Biological Station, c/o Mary Hufty, MD, OBFS Historian, 123 Main Drive, Venus, Florida 33960. Field stations ROCK!

Outreach Committee Report/Congressional Visits Day – Lisa Busch

When I was a science reporter 30 years ago, we were told journalists were needed to translate what scientists are doing to the general public. Now, the trend is to teach scientists to speak for themselves – in English, not necessarily the language of science. In the policy and legislative realm, scientists can be extremely powerful when they advocate directly for science funding.

Each year a bevy of scientists head to the (Capitol) Hill in Washington D.C., to remind our elected officials of the importance of science to our universities, our field stations, our nation and our lives. This group asks Congress to fund the National Science Foundation, NOAA, NIH and other scientific agencies that fund research. The Organization of Biological Field Stations participates in this annual event through training and facilitation conducted by the American Institute of Biological Sciences (AIBS). OBFS pays for several members each year to go to the training and visit Congressional leaders. It's a great experience because of the opportunity to participate in the democratic process and speak on behalf of our valuable organization. AIBS organizes the groups and sets up all the meetings with Congressional staffers, U.S. senators and U.S. representatives.

In January, OBFS has a call for applications and then funds 5 or 6 members to attend the event. This year our OBFS reps were: Brian Kloeppe, Ph.D., Dean of Graduate School and Research, Chief Research Officer For Western Carolina University, Highlands Biological Station - North Carolina; Kelly McManus Chauvin, Ph.D., Postdoctoral Fellow, Stanford University - Department of Biology, Jasper Ridge Biological Preserve; Jennifer Gee, Ph.D., Director of the James Reserve, University of California, Riverside; Cora A. Johnston, Ph.D., University of Virginia; Marcie Bidwell, Mountain Studies Institute, Silverton, Colorado and Callie Simmons, research coordinator, Sitka Sound Science Center, Sitka, Alaska

This year an additional science communication training was held in advance of the advocacy training. This training encompassed multiple aspects of science communication- how to give a quick elevator pitch describing your job, practice conducting interviews with the media, and effective ways for navigating tough conversations with elected officials. The training session really highlighted how many science-minded folks are extensively taught how to conduct research but aren't really given adequate tools for disseminating that information more broadly. The AIBS science communication training participants included researchers studying in a breadth of disciplines from corn genetics to tuberculosis. Participants learn how to best communicate what is learned in the field

to people in a D.C. office. Many of the participating scientists had never spoken directly to an elected official, let alone advocate for federal funding that impacts their community and organization.

This training and opportunity are a good launching pad for learning about how to continue to advocate for resources necessary to sustain important community programs and resources through field stations. If you are interested in participating in the event next year contact Lisa Busch at lbusch@sitkascience.org. The application period opens at the end of January.



Pictured: Bottom left clockwise: Cora Johnston, Brian Kloeppe, Jennifer Gee, mystery person from Hawaii, Marcie Bidwell, Kelly McManus Chauvin, Callie

Outreach Committee Report/ Communications Subcommittee– Vanessa Trujillo

The Communications Subcommittee is creating an OBFS Press Kit to include with grant applications. The kit may also be utilized for legislators, potential donors, prospective Member Stations, etc.

Items we have been currently working on include:

- By the Numbers: One pager description of OBFS with stats (# of stations, Amount of funded research and # of researchers, estimate of classes served, students, and public outreach)

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- 4 one pagers each that describe recent paper regarding OBFS such as the Tydecks et al. paper last 3 Bioscience papers
- We are collecting 30 Press releases from Field Stations for the web and to share – We will choose 5 press releases for the kit
- Visual one pager of available OBFS products such as hats, mugs, water bottles.
- We have ordered 500 OBFS logo stickers and will bring them to Belgium
- Paul Wetzel has ordered new copies of the NAS/OBFS brochure
- Create new 5-10 survey to send out over OBFS listserv – modeled after our Historian, Mary Hufty's survey
- The committee will investigate producing or asking a producer to help us make a video commercial for Youtube. Currently we have one that Hilary Swain, Exec Director of Archbold and student assistant Dustin Angell have created (music put to slideshow).

Development Committee report – Brian Kloeppel

Deering Estate: OBFS Friend and Fund Raising Non-Event Summary 16 November 2018

Goal

The goal for the event was to identify and increase the number of OBFS friends and funders from the Miami-area community. The overarching goal of OBFS Development is to increase our organization's resources to enable us to meet our strategic goals including the possibility of hiring an Executive Director. We worked closely with the Deering Estate Team in partnership to utilize their connections with their Board, Friends, and community partners to identify invitees.

Venue

The venue was the Deering Estate facilities which are well-suited to large events that occur regularly throughout the year. Brian Kloeppel made three visits to Deering over the previous 1.5 years, at his own personal expense, to view facilities, spaces, housing for OBFS team members, etc. The original February 2018 event was rescheduled to enable more time to plan and the subsequent November 2018 event was cancelled due to a low number of purchased tickets.

Invitees / Registrants

The invitation design had months of delays. There were numerous approvals and design delays due to the Miami-Dade parks restrictions on who, how, and when the invitation could be completed.

Despite a lot of work by the OBFS Development Team, the event did not generate a minimum number of registrants. For future events, the field station director needs to be able to ensure attendance with advance invitations, have a pool of potential donors/attendees, and their full board support.

In addition, we learned later that a large number of competing civic and fundraising events were occurring on Friday, 16 November 2018 throughout the Miami and Dade County area.

Costs

The event was cancelled on 09 November 2018 before the scheduled event occurred on 16 November 2018 due to the low number of 21 paid registrants at \$95.00 each for a total of \$1995.00 received. All paid registrants were refunded on 09 November 2018 along with a note that the event had been cancelled. As a result of the cancellation, some costs could not be recovered and other deposits were transferred to the Deering Estate to be utilized at other upcoming events.

Summary of costs to OBFS: \$4262.42 (costs of \$9463.91 if Deering cannot use deposits)

- 1) Hotel Housing for Guest Speakers Carl Safina and Mac Stone: \$451.15
- 2) Carl Safina Airline Travel: \$368.40
- 3) Carl Safina book and event paper goods return shipping and restocking fees: \$203.08
- 4) Deposits

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- a. Audio-Visual (Reflective Productions): \$936.50 {Deering is utilizing?}
- b. Catering (Chef Gio): \$4264.99 {Deering is utilizing?}
- c. Tents (Moe's Tent Rental): no deposit paid
- 5) Development Team Airline Travel: \$3239.79 (*members rebooked tickets to meet at Deering on 17-20 May 2019 to develop and submit foundation proposal*)
 - a. Stacy McNulty: \$927.59 + \$150.00 rental car
 - b. Sarah Oktay: \$1058.20
 - c. Paul Foster: \$800.00
 - d. Brian Kloeppel: \$304.00

Future Plans

Our OBFS Development Committee has discussed several alternatives to friend and fund-raising. The following suggestions have risen to the top and will be discussed further when our committee meets at the Deering Estate on 17-20 May 2019.

- 1) Travelling OBFS panels of experts that could be flown to field stations around the country to serve as expert guests for smaller friend and fund-raising events
- 2) Asking Field Stations to contribute a modest \$500 to a single OBFS fundraising fund.
- 3) Soliciting via grants foundation support in response to proposals from OBFS. Targets include:
 - a. OBFS Operating Expenses
 - b. Executive Director Support
 - c. Specific Science and Education Programs

Lessons Learned / Best Practices for Future Events

Several lessons emerged from these events that should be implemented to improve the probability of success for OBFS. These include:

- 1) Marketing analysis - brief exploration should be made to ensure that the proposed program matches the desire of the potential paying-audience and that the event is financially viable.
- 2) Establish clear expectations from all participants. These should be made explicit and agreed upon early in the process.
 - a. Host: A strong level of commitment to the event must be made by the host station's executive director and board. There should be a realistic, but ambitious number of anticipated tickets sold that are the responsibility of the host.
 - b. OBFS Team Members: these may include dividing the various tasks, responsibility for contributing names of a certain number of invitees, and perhaps a guarantee for selling a certain number of tickets.
- 3) Budget and timeline
 - a. The OBFS Development Team should work within the parameters of the OBFS budget to conduct the event. Shared costs and shared proceeds can be agreed with the host to reduce risk to OBFS for poor attendance and increase event features.
 - b. A timeline should be established with benchmarks for meeting ticket sales, contracting caterers and other vendors, booking speakers, and making travel plans. Cancellation off-ramps should be scheduled whereby there is a go/no-go decision made based on ticket sales, sponsorships, anticipated costs, and other parameters. An effort should be made to choose an event date and stick with it making considerations for speakers' schedules, venue bookings, etc.

Annual Meeting Planning Committee - Chris Lorentz

Summary of Post Meeting Survey Results from 2018 Annual Meeting

Similar to previous years, the Annual Meeting Planning Committee distributed a post-meeting survey, via SurveyMonkey, immediately after the 2018 meeting at Schoodic. The survey contained questions regarding all aspects of the meeting, including pre-meeting announcements, registration, programming (field trips, workshops, plenary speakers and concurrent sessions), travel, housing, dining and facilities.

From all accounts, the meeting at Schoodic was a success and may have been the most attended meeting in OBFS history, with nearly 175 people attending. Sixty-two attendees completed the survey and provided valuable feedback. Attendees rated high the friendly staff, excellent facilities, dynamic, diverse plenary speakers and relevant concurrent sessions. Data and comments from this survey are being taken into consideration by the annual meeting planning committee. Surveys, such as this one, are vital to the committees and Board in helping to meet the needs and interests of the membership. The committee thanks all those who provided this valuable feedback. Questions and individual responses to this survey and several previous surveys will be available on the OBFS website in the coming weeks.

OBFS Human Diversity Award - Amy Vaughn Whipple



The award recognizes unique activities, program, or approaches (funded or unfunded) that increase the involvement, engagement, and sustainability of underrepresented groups in field science. Promoting Human Diversity may be accomplished by disseminating materials and using, rearranging, or creating infrastructure to facilitate transitions between the field and classroom. Activities should stimulate both applied and individualized approaches to experiential scientific learning. We will also recognize stations that demonstrate how retention and application of new scientific concepts are promoted to facilitate further discovery and increase scientific dialogue among diverse user groups. This may include a pedagogy for the basic knowledge needed by underrepresented groups to address the current challenges in environmental and natural resources management and research at all educational levels (K-12, undergraduate, graduate, and continuing education).

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.

The award selection committee noted that 2019 OBFS Human Diversity award winner the Sitka Sound Science Center in Sitka Alaska met their goals:

- To provide an educational and career pipeline for K-12 students in Sitka, a rural coastal community and to students at Mt. Edgecumbe High School, a state operated boarding school that is 95% Alaska Native and considered a training school for future Alaska leaders.
- To provide rural and Alaska Native students exposure to scientific careers and scientific thinking through well-coordinated activities that include working scientists. Unlike efforts that schedule scientists into classrooms to talk about their professional accomplishments, Sitka Sound Science Center educators create units at each grade level that allow students to actually do science work with scientists.

The award recognizes SSSC Scientists in the Schools Program for the careful way it brings scientists into the schools with the help and support they need to bring the students the opportunity to do science with them instead of just hearing about their work. This

program is connected to the rural and Native Alaskan audiences through communication and outreach to connect the participating students with additional opportunities in the sciences.

If you are aware of a field station that is meritorious for its successful activities, programs, or approaches to enhancing human diversity, please contact Amy Whipple (Amy.Whipple@nau.edu) or any member of the Board of Directors. Each year we send out the application for the Human Diversity Award typically in spring.

Early Career and International Travel Awards - David Maneli and Venetia Lyles

Each Year the Organization of Biological Field Stations gives out travel awards to help field stations benefit from the annual meeting. The goal of the travel awards is two-fold: to increase the membership representation of international field stations and to help early career scientists interested in field station management develop their skills and network.

The Chair of the International Committee is in charge of the International Award and the Early Career Board member (Member at Large) is in charge of the Early Career Travel Award. These awards are decided by the Travel Award committee that is comprised of the member at large early career position, the international award chair, and other volunteer members. The application period for the award is open from April – June. The travel award committee reviews the applications to determine the recipient of the Early Career Award and the International Travel Award.

In 2019, 4 travel awards were given out. The recipients for 2019 were:

Early Career / Students:

- Sasha Greenspan: Tanglewood Biological Station
- Phoebe Jekielek: Hurricane Island Center for Science and Leadership

International:

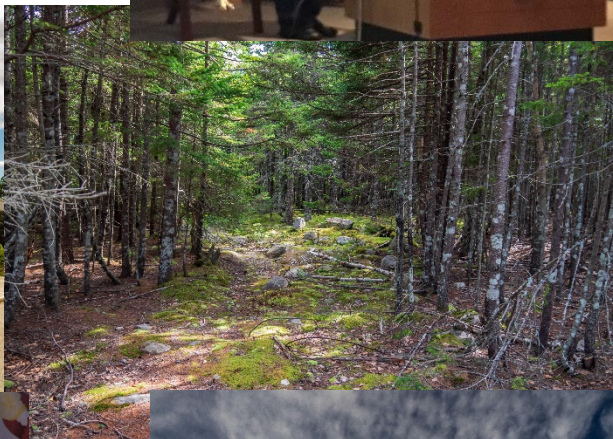
- Ted Karfakis: Terra Sylvestris
- Norvis Hernandez Hernandez: CMK Centre for Environmental Sciences : UHasselt

The number of applicants to the travel awards were very limited and here are a few recommendations to increase application:

- Increase publicity of travel awards field stations (for example: including them on the main website)
- Invite and pay for travel for directors of chosen field stations (especially those in developing countries)
- Review the international list of Field Stations to invite them to apply to the travel awards
- Write to Field Stations directors to invite them to recommend early career/students for travel awards



Pictures from the Schoodic 2018
Photos by Philippe Cohen, Mary Hufty, and Sarah Oktay.



ATTENDEES AT THE 2018 OBFS MEETING - Schoodic Institute at Acadia National Park

Last Name	First Name	Affiliation	Location
Adalsteinsson	Solny	Washington University Tyson Research Center	Eureka, Missouri
Anderson	Jon	LI-COR Biosciences	Lincoln, NE
Archbold	Schellie	Archbold Biological Field Station	Venus, FL, USA
Arsuffi	Tom	Texas Tech University at Junction Llano River Field Station	Junction, Texas
Bansak	Tom	Flathead Lake Bio Station	Polson, MT
Basara	Jeffrey	University of Oklahoma	Norman, OK
Beenaerts	Natalie	University of Hasselt	Hasselt, Belgium
Benish	Lisa	Blue Ridge Discovery Center	Konnarock, VA
Benz	Seth	Schoodic Institute	Winter Harbor, ME
Bernadac	Faustine	Toolik Field Station	Alaska, USA
Biebuyck	Brett	Toolik Field Station	Alaska, USA
Billick	Ian	RMBL	Gothic, CO
Biro	Elizabeth	Tyson Research Center	Eureka, MO
Blanchette	Carol	SNARL and Valentine Camp	Mammoth Lakes, CA
Bradford	Jessica	Harrison Lewis Coastal Discovery Centre	Nova Scotia
Brigham	Christy	NPS- Sequoia & Kings Canyon	Sequoia, CA
Brown	Renee	Sevilleta Field Station	La Joya, NM
Brown	Jeff	UC Berkeley- Sagehen Creek Field Station	Truckee, CA
Burbacher	Emily	Stone Laboratory, Ohio State University	Columbus, OH
Busch	Lisa	Sitka Sound Science Center	Sitka, Alaska

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Carroll	Sarah	Kellogg Biological Station	Hickory Corners, MI
Ceradini	Joe	Capitol Reef Field Station	Utah
Clark	Jennifer	James H. Barrow and Northwoods field Stations	Hiram College, Hiram, OH
Clary	Jeffrey	UC Davis Natural Reserves	California, USA
Cleaver	Caitlin	FB Environmental Associates	Hurricane Island, ME
Cline	Eric	South Florida WMD	West Palm Beach, FL
Cohen	Phillipe	OBFS Board of Directors	Palo Alto, CA
Cohn	Teresa	McCall Outdoor Science School U of Idaho	McCall, ID
Cole	Daniel	The Nature Conservancy	Orlando, FL
Colyer, Jr.	Gary	Guest	
Davis	Christopher	Pymatuning Lab of Ecology	Pennsylvania
Dettling	Mark	Point Blue Conservation Science	Petaluma, CA
D'Ignazio	Catherine	Emerson Engagement Lab/MIT Media Lab	Cambridge, MA
Dillon	Michael	UW-NPS	Laramie, WY
Domine	Laura	Lake Itasca	Itasca, MN
Dosch	Jerald	Macalester College Ordway Field Station	Inver Grove Heights, MN
Drebin	Alina	Environmental Data Initiative	Madison, WI
Duffey	Ada	UW-Milwaukee, Waukesha Campus	Waukesha, WI
Duval	Martin	Gault Nature Reserve of McGill University	Quebec, Canada
Duvernell	Dave	Missouri S&T	Rolla, MO
Engstrom	Todd	Tall Timbers Research Station	Tallahassee, FL
Feldsine	Natalie	Mohonk Preserve	New Paltz, NY
Felix	Faerthen	UC Berkeley- Sagehen Creek Field Station	Truckee, CA
Fisichelli	Nicholas	Schoodic Institute	Winter Harbor, ME
Flowers	Susan	Tyson Research Center, Washington University	St. Louis, MO
Francois	Cristina	National Audubon Society	Elgin, AZ
Fuller	Claire	Murray State University	Murray, KY
Gag	Meg	Taylor Wilderness Research Station, University of Idaho	Cascade, ID
Gee	Jennifer	James San Jacinto Mountains and Oasis de los Osos Reserves	Idyllwild, CA
Getchonis	JoAnne	Cornell University Biological Field Station	Bridgeport, NY
Goodsell	Eli	CSU, Chico Ecological Reserves	Chico, California
Goudie	Cheryl	Meeman Biological Station	Millington, TN
Graybill	Mike	South Slough National Estuarine Research Reserve	Charleston, Oregon (retired)
Grossman-Clarke	Susanne	Environmental Data Initiative	Madison, WI
Hager	Stephen	Augustana College	Rock Island, IL, USA
Hai	Paul	SUNY-ESF, Northern Forest Institute	Newcomb, NY
Hainsworth	Laura	Bartlett-Crowe Field Station	Glade Spring, VA
Hebert	Trevor	Jasper Ridge Biological Preserve, Stanford University	Woodside, CA

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Hick	Steven	University of Denver	Denver, CO
Hodder	Jan	Oregon Institute of Marine Biology	Charleston, OR
Hope	Sam	Central Caribbean Marine Institute	Little Cayman, Cayman Islands
Hufty	Mary	Archbold Biological Station	Venus, FL
Jennings	David	iDigBio/Florida Museum	Gainesville, FL
Johnston	Cora	Anheuser-Busch Coastal Research Center (UVA)	Oyster, VA
Jones	Jaime	Mountain Lake Biological Station	Pembroke, VA
Jones	Patricia	Bowdoin Scientific Station on Kent Island	New Brunswick, Canada
Jorgenson	Marianne	Academics for Land protection in New England	Cambridge, MA
Kamener	Gabriel	Environmental Data Initiative	Madison, WI
Kay	Isabelle	Univ. of Calif. Nat. Res. Syst.	San Diego
Kelly	Anne	Yosemite and Sequoia FS, UC Merced	Wawona, CA
Kennedy	Michael	Edward J. Meeman Biological Station	Millington, TN
Kidder	Allison	Point Reyes Field Station (UC Berkeley)	Point Reyes, CA
Kilburn	Vanessa	Toucan Ridge Ecology and Education Society	Middlesex, Belize
Kipphut	George	Hancock Biological Station	Murray, KY
Kisgen	Mike	UCNRS (Systemwide office)	Oakland, CA
Kloeppel	Brian	Western Carolina University	Cullowhee, NC
Knoll	Lesley	Itasca Biological Station and Labs	Lake Itasca, MN
Koppen	Josh		Akron, Ohio
Kraft	John	US Forest Service	Sierra Vista Arizona,
Krasco	Cristin	The Nature Conservancy	Jupiter, FL
Kyle	Ian	Bowdoin Scientific Station on Kent Island	New Brunswick, Canada
Laherty	Jennifer	Indiana University	Bloomington, IN
Long	Elizabeth	Mohonk Preserve	New Paltz, NY
Lorentz	Chris	Thomas More Biology Field Station	California, KY
Malcolm	Katie	Rutgers University Pinelands Field Station	New Lisbon, NJ
Maneli	David	Gault Nature Reserve, McGill University	Canada
March	James	Washington & Jefferson College	Washington, PA
Martin	Jay	Blue Ridge Discovery Center	Konnarock, VA
Mathews	Nancy	University of Vermont	Burlington, VT
McCartney	Peter	NSF	Alexandria, VA
McCurdy	Kate	UC Natural Reserve System	Santa Ynez, CA
McKee	Arthur	Flathead Lake Biological Station	Polson, MT
McNulty	Stacy	Adirondack Ecological Center SUNY ESF	Newcomb, NY
Medley	Kim	Tyson research Center	Eureka, MO
Metzinger	Jim	James H. Barrow Field Station	Hiram, OH
Millett	Cheryl	The Nature Conservancy- Tiger Creek Preserve	Babson Park, FL

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Muth	Allan	UC NRS (Ret.)	Truckee, CA
Nagy	Eric	Mountain Lake Biological Station	Mountain, Lake, VA
Nakayama	Violet	UCOP NRS (Ret.)	Truckee, CA
Napoli	Megan	Mohonk Preserve	New Paltz, NY
Nelson	Gil	Florida State University/iDigBio	Tallahassee, FL
Nelson	Sarah	University of Maine	Orono, ME
Nguyen	An	Bennington College and EDI	Madison, WI
Nielsen	Karina	Estuary & Ocean Science Center, San Francisco State University	Tiburon, California
Niyogi	Dev	Missouri S&T	Rolla, MO
Norman	Beth	Lacawac Sanctuary and Biological Field Station	Lake Ariel, PA
Novita	Prita	EDI	Madison, WI
O'Connell	Kari	Oregon State University	Corvallis, OR
Oktay	Sarah	UC Davis CA NRS	Davis, CA
Olyarnik	Suzanne	Bodega Marine Reserve, Univ of CA	Bodega Bay, CA,
Pace-Aldana	Beatriz	The Nature Conservancy	Lake Wales, FL, USA
Pascarella	John	Sam Houston State University	Huntsville, TX, USA
Peieris	Ben	Lakes Environmental Association	Bridgton, ME, USA
Pitts	David	Wayne State University, Healthy Urban Waters	Detroit, MI
Poston	Muriel	National Science Foundation	Alexandria, VA, USA
Rappe	Andrew	Ordway-Swisher Biological Station	Melrose, FL
Richards-Zawacki	Cori	Pymatuning Lab of Ecology, University of Pittsburgh	Pittsburgh, PA, USA
Richter	Stephen	Eastern Kentucky University	Richmond, KY
Robinson	Bonnie	UW-NPS	Moran, WY
Rogan	Ama	ByWater Biological Field Station/A Studio in the Woods/Tulane University	New Orleans, LA
Roketenetz	Lara	University of Akron Field Station	Akron, Ohio
Ruiz-Lambides	Angelina	Cayo Santiago Biological Field Station	Humacao, Puerto Rico
Sanders	Sheri	NCGAS at Indiana University	Bloomington, IN
Saunders	Patricia	Ashland University	Ashland, OH
Schuster	William	Black Rock Forest	Cornwall, NY
Schuster	Francie	Black Rock Forest	Cornwall, NY
Seavey	Jennifer	Shoals Marine Laboratory	Kittery, Maine
Sewall	Laura	Bates College	Lewiston, ME USA
Short	Rachel	Texas A&M University	College Station, TX
Smith	Colin	Environmental Data Initiative	Madison, WI
Stanford	Kristin	Stone Laboratory	Put-in-Bay, OH, USA
Stevens	Michael	Capitol Reef Field Station	Torrey, UT
Stewart	Craig	Pervasive Technology Institute, Indiana University	Bloomington, IN
Struminger	Rhonda	TAMU/College Station	TX CICHAS/Calnali,

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Sudderth	Kelly	RMBL	Gothic, CO
Swain	Hilary	Archbold Biological Station	Venus, FL
Tallant	Jason	University of Michigan	Ann Arbor, MI
Tereshchuk	David	Archbold Field Station	Venus, FL
Terlizzi	Katherine	Black Rock Forest	Cornwall, NY
Tisthammer	Jennifer	Deering Estate	Miami, FL
Torti	Sylvia	Honors College, University of Utah	Salt Lake City, UT
Tracy	Chris	Boyd Deep Canyon Reserve, University of California Riverside	Indian Wells, CA
Trujillo	Vanessa	Deering Estate	Miami, FL
Van Bloem	Skip	Clemson Baruch Institute	Georgetown, SC
Vanderbilt	Kristin	Environmental Data Initiative, UNM	Albuquerque, NM
Verble	Robin	Missouri S&T	Rolla, MO
Vilen	Lauren	Colorado State University	Fort Collins, CO
Waddell	Shane	Quail Ridge Reserve UC Davis	Winters, CA
Wallace	Jason	California State University Desert Studies Center	ZZyxx, CA
Waterfield	Holly	SUNY Oneonta Biological Field Station	Cooperstown, NY
Webber	Hannah	Schoodic Institute	Winter Harbor, ME
Wetzel	Paul	MacLeish Field Station, Smith College	Northampton, MA
White	Keith	Capitol Reef Field Station - Utah Valley University	Torrey, UT
Whittaker	Joseph	Long Lake Field Station	Concordia College
Windsor	Alexandra	Churchill Northern Studies Centre	Churchill, Manitoba, Canada
Wittmann	Marion	UC Santa Barbara, Natural Reserve System	Santa Barbara, CA
Wolfenden	Mark	McCall Outdoor Science School, U of Idaho	McCall, ID
Yohn	Chuck	Raystown Field Station, Juniata College	Huntingdon, PA
Young	Brian	Cornell University Biological Field Station	Bridgeport, NY
Zarestky	Jill	Colorado State University	Fort Collins, CO
Zaunbrecher	Virginia	Congo Basin Institute	Cameroon/UCLA
Zimmerman	Jess	El Verde FS	Puerto Rico
Zoellner	Danielle	WK Kellogg Biological Station	Michigan State University

Minutes from the Annual Meeting

OBFS Board of Directors Meeting September 19-23, 2018

Board members present: Stacy McNulty, Jason Tallant, Chris Lorentz, Philippe Cohen, Lisa Busch, Eric Nagy, Brian Koppel, Venetia Lyles (call-in), Sarah Oktay, Silvia Torti, Vanessa Trujillo, Lesley Knoll, Mary Hufty

Members present: Rhonda Struminger, Jill Zarestky, Art McKee



Called to order: 7:19pm, Sept 19, 2018

Tasks:

- Philippe will make slide to show membership benefits of fee structure, increased services over time. Due 9/20 to Anne to present Friday morning.
- Friday morning meeting (non-comprehensive)
 - o Introduce OBFS
 - o Introduce board
 - o Introduce committee chairs
 - o Introduce Jan Hodder as the replacement for Paul Foster for nominations committee
 - o Talk about auction
 - o Introduce fee structure
- Board, Jan – recruit good nominees for committees, VP, M@L
- Board – attend Plenary #5, welcome reception when possible
- Chris – will conduct paper survey for Schoodic at Plenary #5. Also digital OBFS post-meeting survey, include question about likelihood of attendance in Belgium.
- Jason will immediately lock down/suspend member renewals while new fee structure is being set up.
- Anne will organize the next board meeting for after Oct 16.
- Jason will update website with investment committee and new editor.
- Philippe and Jason will automatically add the membership list to the mailing list on a monthly, ongoing basis.
- Chris will bring a formal proposal to the October meeting for a meeting attendance policy – should there be a max of 2 per station or not.
- Jason and Philippe will set up payment system for the new progressive fee structure and notify membership when it's ready.
- Stacy will generate post-meeting follow-up email to the members including the new fee structure.
- Stacy will get info on tri-fold reprinting, will be tabled to October meeting w/o quorum this time.
- Eric and Anne will proceed with coming up with some ideas for developing a new strategic plan to bring to the October board meeting.

Minutes:

1. Call to order by Stacy McNulty at 7:19pm
2. Progressive Fee Structure – Philippe
 - a) Philippe - Logic: Haven't raised fees in 20 years, but programming has expanded. More small stations have joined – need more income, but \$150 is too expensive. Log structure for fees at 0.1% of station budget. All fee categories have equal privileges. Stations self-select their budget category according to their own judgement – honor system. Up to 40% increase in revenue stream, assuming imperfect reporting of station budgets.
 - b) Discussion. Anne – also mention to membership what benefits they will see. Philippe will put on a slide for Friday. Chris - Philippe and Eric should host round table discussions at lunch on Friday. Philippe – all board members can and should be talking to members about the fee structure before and during Friday for vote Saturday. Stacy – bring any feedback back to Philippe.
3. Urgent meeting business – Chris
 - a) Introductions, short and sweet Friday morning
 - b) Round tables Saturday at lunch

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- c) Plenary Session #5 – open Q&A session for the board – board should attend; collect, moderate, and answer questions. Panel up front, some others milling about. Sarah – need 5 people. Sarah, Stacy, Philippe, Eric, Anne moderator. Sarah will make a post-it board to collect questions at dining hall.
- d) All board members should attend Thursday at 4pm at the Welcome Reception
- e) Shout out to Lesley for soliciting posters – 24 this year. Allowed some people to secure funding for attendance. Lesley – please share the poster acceptance letter so people can get funding.
- 4. Nominations – Stacy, led by Jan at this meeting
 - a) VP, Editor, Member-At-Large 1, All committee chairs re-appointed in January, Human diversity chair stepping down
 - b) VP oversees annual meeting organization, timing of transition to new VP is awkward for transition and meeting planning.
 - c) Eric – nominating committee needs people who are both interested AND good. Anyone can self-nominate or nominate others. Please recruit and call for nominations during member meetings. Do not need to be present in order to nominate.
- 5. NSF AISL grant update – Rhonda and Jill
 - a) Grant for informal STEM learning; OBFS agreed to collaborate two years ago. OBFS linked to their study survey. Grant supported 8 collaborators to attend 2018 annual meeting. Presented at OBFS meeting – workshops and sessions, posters; BioScience article coming out; promoting OBFS through materials and identified 400 field stations in the US.
 - b) Next grant due in November, requesting that OBFS be a collaborator on the next grant. Looking for cooperation in building an outreach community for folks involved in informal STEM learning at field stations, including rural education. Want to do case studies and geospatial modeling of gaps in populations missed by lack of access to informal STEM learning at field stations. Want to create Wiki to share tools for informal STEM learning with educators.
 - c) Philippe – wants Rhonda's map and list of stations so OBFS can contact them. AISL website: <http://fieldstationoutreach.info>
 - d) Stacy – think about international field stations. Rhonda & co. are on it.
 - e) Sarah – moves to write letter of collaboration according to NSF. Philippe seconds. Vote: motion carries unanimously, no abstentions.
- 6. Meeting question – Brian
 - a) Who presents human diversity – Lara Roketenetz
 - b) Who presents Local Hero Award – Hannah Weber
- 7. 2019 annual meeting - Philippe
 - a) Two major issues: psychological barrier of presumed large cost, and jetlag. Money wise, not much more expensive b/c meeting is near major travel hubs. The cost will be time of travel and jetlag.
 - b) Will be first OBFS meeting outside the Western Hemisphere.
 - c) Stacy – will be discussed in business meeting. Chris - should be mentioned at welcome Thursday night.
- 8. Development event update – Brian
 - a) Nov 16, 2018 in Miami at Deering Estate (Vanessa). Carl Safina and Max Stone are presenters. Done in partnership with Deering – to tap into their local networks, sharing profits with the station. Folks from Archbold Biological Station and other OBFS members will be coming in to help.
 - b) Invitation will go out to all OBFS members, will ask members to send it to Miami friends and contacts. Hoping to raise \$7.5k net for OBFS.
 - c) Eric – auction off field station visits as OBFS donated by field stations, suggest that OBFS cover station costs. Philippe disagrees that OBFS should cover station costs, considers it an opportunity for stations to meet donors.

Temporary adjournment at 8:53 pm Wednesday

OBFS Business Meeting: Open to all attending members September 22, 2018

Present: Brian K., Sarah O., Stacy M., Philippe C., Jason T., Lesley K., Chris L., Anne K., Eric N., Lisa B., Mary H., David Maneli, Vanessa T., Sylvia T. 58 people present, # of voting stations unknown but above quorum.

Absent: Paul Foster, Venetia Lyles.

Start: 3:36 pm

Motions passed:

- 1. Accepted progressive fee increase
- 2. Accepted budget

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Tasks:

- A. President's report – Stacy recaps annual report.
- B. Secretary's report – Anne recaps meetings and details not covered in Pres. report.
- C. Treasurer's report – Philippe
 - a. Investment committee – Peter Connors, Philippe Cohen, Hilary Swain
 - i. Restricted Fund goal – 4.5% over inflation. Vanguard Social Index Fund.
 - ii. Value as of August 31: approximately \$368,000. Return on Investment at 21.4% (2.2% over S&P 500).
 - iii. Next year the fund may be less successful with returns.
 - iv. More socially responsible funds coming online soon, may diversify.
 - b. Budget review
 - i. Income: ~\$53K, total operating income: ~\$38K
 - ii. No development events in the past fiscal year.
 - iii. Expenses: Org. membership dues: \$5.4K, includes two years of AIBS dues. Travel: \$10.4K for awards, AIBS collaborations. Much lower than normal. No shortfall this year.
 - iv. Assets have about doubled in the past 10 years of OBFS.
 - c. Progressive fee proposal – we have a quorum.
 - i. Q: will this increase fee revenue? A: projected 40% increase.
- Q: What is considered an operating budget? A: Whatever the station decides.
- Q: How will invoices be generated? A: Can be mailed to the field station.
 - ii. Motion to vote: Philippe Cohen. Second: Alan Byboth (Sam Houston State U.).
 - iii. Show of hands vote: yes, approved by all except one abstention (Flathead Lake FS).
- d. Budget approval.
 - i. Motion to vote: Jeff Brown, Second Sarah Oktay
 - ii. Vote: unanimous in favor of approval
- e. Eric Nagy leads a thank you
- D. International Committee – David Maneli
 - a. Travel Awards for 2018 annual meeting attendance went to three field stations: Angelina Ruiz-Lambides (Cayo Santiago Biological FS, Puerto Rico), Virginia Zaunbrecher (Congo Basin Institute, Cameroon), Jessica Bradford (Harrison Lewis Coastal Discovery Centre, Nova Scotia). David encourages applications.
- E. Development Committee: Brian Koppel and Sarah Oktay – speak to them if interested in the Deering event in November 2018
- F. Communications: Lisa Busch encourages applications for the AIBS outreach
- G. Upcoming annual meetings:
 - a. 2019 Belgium – Natalie Braeneerts – Hoge Kempen National Park.
 - i. Cost should be comparable for US residents to travel within country – inexpensive flights to nearby airport hubs, and train travel. Meeting cost is \$300-\$400.
 - ii. Dates: September 9-13. Rooms available a day early.
 - iii. Vanessa: Effort to reach out to international field stations, communications committee. Philippe: including African field stations. Jenn Seavey: please share the spreadsheet so others can add known field stations.
 - b. 2020 Meeting: Flathead Lake, Montana - Tom Bansak said dates will be in second half of September.
 - c. 2021 Meeting: Beaver Island, Central Michigan U.
- H. Additional items
 - a. Sarah Oktay: auction information.

Board of Director's Meeting Resumed 8:41 am Sunday Sept 22, 2018

Present: Brian K., Stacy, Sarah O., Philippe C., Sylvia T., Eric N., Jason T., Anne K., Chris

- 9. Set next meeting for October, after Oct 16 before Deering event.
- 10. Approve minutes from August 10 meeting. Stacy – add caveat to approve with final edits pending.
 - a. Chris moves to approve minutes. Sarah seconds. Motion carries unanimously.
- 11. Auction total: \$11,691 unreconciled, minus some for Schoodic staff tips, per Philippe and Sarah
- 12. Nominations pending:
 - b. VP: Jeffrey Clary, Brett Biebuyck
 - c. Treas: Paul Wetzel, Skip Van Bloem,

- d. M@L: Tom Bansak Renee Brown, Jason Wallace, Mike Kisgen, Tom Doak
 - e. Editor: Isabell Kay, Sarah Oktay (board-selected)
 - f. Bill Schuster joined the Investments subcommittee
13. Note that progressive fee structure passed – Philippe. Jason will immediately lock down member renewals while new fee structure is being set up.
14. Branding RFP – Stacy
- a) Use branding to recruit donors for executive director support
 - b) Board needs to talk more about what the branding should be about
 - c) Eric – we need to do a formal strategic plan before we invest in an ED position. Stacy – agrees, and need to include member participation. Philippe – need to make a timeline for moving forward.
 - d) Eric and Anne will proceed with coming up with some ideas to bring to the October board meeting. Deadline for strategic planning WILL BE SET at the October meeting – Philippe.
15. Limiting meeting attendance to 2 members per station as a first pass.
- a) Philippe – good idea. Should restrict individual members until after first pass is registered. Chris – how do you manage a waitlist? Jason – would be a lot of work. Jeff – the meeting is what OBFS provides to its membership, shouldn't stifle enthusiasm and growth. Problem is venue size, not too many people. Stacy – agrees, want to consider larger venues so "teams" can attend. Philippe – next three years are already set. Jeff – suggests cutting individual members rather than field station members. Mary H – highly values large contingents from field stations. Philippe – concerned that small field stations will be shut out. Hilary – pre-meeting workshops are good for the larger teams, some of those staff can leave. Anne – question – can sites be "expanded" with supplemental housing and catering? Philippe – not really, limited by auditorium size, ferry capacity, nearby housing etc. Stacy – we should consider larger venues in the future so we don't limit attendees. Philippe – cost, venue availability, etc. will always be an issue. Jeff – the message is register early. Philippe – smaller stations may not know until the last minute if they can afford to attend, so earlier registrants will shut them out. Anne – proposes that we have a 2-person limit until after a later date. Philippe – don't limit workshop reg. Stacy – make sure workshops can be accommodated. Jason – we should be livestreaming and recording meetings anyway.
16. Sarah, Eric, Brian, Sylvia, Mary, Jeff leave. Lost quorum.
17. Chris wishes for the board to consider flipping the workshops and field trip days. 80 people attended workshops, so it's becoming important to the meeting.
18. Tri-fold reprinting – Stacy. Needs a new mailing address on it. Need Eric's thoughts on the mailing address – Philippe. Remove mailing address and replace with a web address, need a high-res PDF, Jeff will print, add to this year's budget – Stacy to follow up.
- a) Chris – moves to get more printed. Stacy – need to know number, and NAML participation. Hilary seconds. All in favor.
19. Last items from meeting?
- a) Can members add a second point of contact to listserv? – Chris. Jason – Yes. Chris – lots of members not on the listserv, lots of conference attendees not on the listserv.
 - b) Philippe – asks for a list of new members monthly from Jason and auto-add to list.
 - c) Nominations slate is closed. Need to get bios for elections.
 - d) Will do email ballots to confirm editor. Board recommends that Stacy email the board, Sarah as editor with Isabelle Kay as contributing content. Will confirm with Isabelle.
20. Motion to close meeting – lost quorum due to departing board members. Will suspend meeting until October to adjourn this meeting and restart October meeting. 9:32am.
21. Meeting adjourned: October 31, 2018

OBFS Board of Directors Quarterly Conference Calls

OBFS Board of Directors Conference Call Meeting August 10, 2018. Approved at Annual Meeting

Meeting Minutes – final, approved at annual meeting

Present: Philippe Cohen, Paul Foster, Venetia Lyles, Sarah Oktay, Chris Lorentz, Stacy McNulty, Lesley Knoll, Sylvia Torti, Mary Hufty, Lisa Busch, Anne Kelly

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Meeting called to order at 10:05 am

Tasks:

1. Philippe will contact Shorty regarding the timing of the FY for OBFS.
2. Sarah and Sylvia will work with Jennifer, Vanessa, and Jason to hone RFP scope and costs, maybe separate out website as another project. At meeting, will ask membership for feedback on what OBFS needs, and what OBFS website needs.
3. Stacy will collect RFP items to discuss at November board meeting.
4. Board – get word out about Deering fundraiser, help find auction items. Ask university development people for invitees.
5. Stacy – when to bring up RFP, Belgium meeting subsidy, and progressive fee structure at annual meetings.
6. Philippe, Chris – advertise Belgium costs at annual meeting and email list.
7. Philippe – request livestreaming option and cost for Belgium meeting.
8. Chris – will ask Flathead and Beaver Island who could host 2020 vs. 2021, inform 2020 host that they must attend Belgium.
9. Anne – will look at necessary pieces for an OBFS code of conduct, will bring proposal to the Sept. meeting. Chris and Stacy – include reference in program to Schoodic’s code of conduct, if one exists.
10. Paul and Board – recruit nominees to serve on board at annual meeting
11. Amy and Brian – need to prep for human diversity award at annual meeting

Meeting Notes:

1. Minutes amendment
 - a. 3b. Budget does not show expenditures associated with the RFP
 - b. 4a. MOSTLY positive feedback
 - c. 7c. Guest speaker is Mac, not Max
 - d. 15b. Philippe asks for registration costs for next year. Tabled.
 - e. Motion to approve: Philippe, Paul seconds. Approved unanimously.
2. Annual meeting - Chris
 - a. Registration is closed, 9 person waiting list as of today. 150+ attendees. Travel assistance awardee is on the waiting list. Sarah suggests limiting field stations to 1 attendee, Philippe suggests cap at 2 per station and bringing this to the attention of membership. Discussion: Chris: For 2020, request that stations prioritize 2 people, register additional folks later. How to accommodate the growth of OBFS beyond the size of field stations to accommodate? Consider costs. General sense to prioritize attendance over venue location. Chris: Schoodic might be extra popular b/c Belgium is next year.
 - b. Kudos to Chris from Stacy, Sarah – “he’s organized the crap out of this”, Sylvia.
3. Treasurer – Philippe
 - a. Vanguard is creating two more social investment funds. Will consider this for the restricted fund portfolio. Close to reaching number to receive matching grant for hiring a director.
 - b. Budget: Difficult year, ends August 31. Will come in well under budget because we haven’t made those expenditures yet – money is accounted for in future spending, next year may be a shortfall if RFP happens and Belgium is subsidized. Have an estimate on travel costs for Belgium from the US, that could change. Sarah asks if fiscal year could be changed. Philippe says the timing of the FY and annual meeting and taxes, makes the budgeting harder, worth considering to change the FY timing. Stacy asks if the budget was reasonable, Philippe: two big unknowns are the RFP and subsidizing the Belgium meeting. Paul asks Sarah if another fundraising event is planned; Sarah - Deering event will roll over into the next year. No other events planned before August 2019.
4. Progressive fee structure – Philippe, Stacy
 - a. Stacy emailed rationale out to members. Philippe: increased revenue will be transformational for OBFS – hiring ED, lowered costs for poorer stations. Several comments, mostly positive, some concerns, sent to Eric and Stacy.
5. Branding and RFP – Sarah and Sylvia
 - a. Sarah – only two responses – it’s a small project, only startups are interested. Need to clarify essential scope. Budgets vary widely between bids. Philippe – asks for identification of scope items that are driving costs. Sarah – Website is expensive. Philippe – ask Jason how important it would be to redo the website to have it do what we need. Sarah – Jennifer and Vanessa need to lead this. Ask for more input from membership at the annual meeting – what do members see as the priorities? Mary – need to increase visibility of the “donation” button on the website.
6. Development – Sarah
 - a. Development event for Nov 16 in Miami – planning meetings biweekly. “Party for Science”. Expensive event but Deering is providing a lot of support. 400 invited, 200 expected to attend. Price from \$95 (early) to \$125. Need to send out request for auction items to members, min \$500. Maybe will roll over unsold station trips at meeting to fundraiser?

- b. Stacy – asks board to get word out about fundraiser, provide auction items.
7. Meeting subsidy for 2019 – Philippe
 - a. Philippe - How to decide how much to subsidize? Decide on a cost for registration, and figure out subsidy from there. Thinking \$200 for registration to account for expensive airfare. Travel cost may be similar to rural US stations b/c Euro airport hubs + train options. Sarah – balance this with a total OBFS budget limit on the subsidy. Chris - average cost for 2020 proposals: \$650 w/reg+housing+meals w/o transportation. Philippe – approx. \$450 will be cost for Belgium for reg+housing+meals. Will be an option for people to arrive to site early to deal with jetlag. Need to address perception that Belgium will cost significantly more, when it won't for most.
 - b. Chris, Stacy – when to bring up meeting subsidy, RFP, and progressive fee structure at annual meeting?
 - c. Sarah, Lesley, Philippe – need to advertise early and often that the Belgium meeting will NOT be more expensive.
 - d. Sarah – requests livestreaming/recording option with small registration fee for people who can't attend. Stacy – requests streaming/recording option for all meetings going forward. Philippe – requests a registration cost for streaming.
 - e. Stacy – no need to decide on meeting subsidy before annual meeting. Will get feedback at meeting, decide by mid-October.
8. 2020 annual meeting host site selection – Chris
 - a. Seven proposals, survey says top 3: 1. Flathead Lake, 2. Beaver Island, 3. Texas Tech. RMBL, Kellogg at bottom; Gerace, Bahamas at middle. Top three cost ~\$600 +/- \$50 not including supplemental transport. All hold about 150 people. Beaver requires a \$32 ow ferry, \$55 ow flight. Stacy – time factor in additional travel to Central MI. Philippe – accept 1 & 2 for 2020 and 2021. Chris will ask both who could do 2020 vs 2021. Require 2020 host to go to Belgium.
9. Outreach – Lisa
 - a. Congressional visits – what else? Organized science congressional visit, went well. AIBS training was very good, which included science communication. Asked congress to support NSF budget, informed politicians about field stations; several OBFS members attended.
 - b. Lisa - What else should outreach committee be doing? Chris - new members welcome reception at the annual meeting. Work with communications committee to figure out roles. Will discuss at September board meeting. Philippe – need to update brochure. Sarah asks Chris – do committee members know they should attend board meeting and staff tables at a lunch meeting?
10. New business
 - a. Anne - Meeting code of conduct – need to look at bylaws for ethics violations, develop reporting structure, procedure for responding to complaints. Will bring other societies' codes to the meeting to review. Stacy and Chris will include a short version in 2018 meeting program. Philippe – check to see if Schoodic has an existing CoC for guests.
 - b. Sarah – Past-pres is chair of the nomination committee. Reminds Paul to think about recruiting new members to be board members.
 - c. Stacy on behalf of Amy – Lisa & Sitka win human diversity award. Congrats! Lisa should bring materials to present on their programming.
11. Motion to Adjourn by Paul, seconded by Lesley, meeting adjourned at 11:59am PDT.

Submitted

Anne Kelly, OBFS Secretary

OBFS Board of Directors Conference Call Meeting Corrected Meeting Minutes

October 31, 2018

Attendees: Anne Kelly, Paul Foster, Jason Tallant, Philippe Cohen, Brian Koppel, Stacy McNulty, Eric Nagy, Sylvia Torti, Venetia Lyles, Mary Hufty, Sarah Oktay (stepped off call for discussion of Editor role).

Call to order: 10:04 am PDT, October 31, 2018

Tasks:

- Jason: send out renewal reminder to active, non-renewed members. Lapsed members to be contacted separately.
- Philippe: transfer OBFS accounts to new treasurer in the New Year.
- Sarah and Brian: looking for invitees and auction trips for the Deering event.
- Stacy: will develop some text on "The Benefits of Being an OBFS Board Member", will send to the board for comments and used to recruit future board members

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- Stacy: will send out for another printing of OBFS brochures
- Eric, Stacy, Philippe, Sylvia: will develop a 4-6 page strategic plan for OBFS before executive director hiring begins. See Section J below.
- Stacy: send approval to ESA to add OBFS signature to their NSF letter
- All: Review 2018 post-meeting survey results. Chris: share this with Natalie if it hasn't already.
- Stacy and Vanessa: Keeping track of Euro/African field stations and who has/hasn't been contacted to invite to 2019 meeting.
- Mary: will send out survey on field station sizes to all members, with comments from the board first.

Minutes:

1. Discussion of Paul Foster's passionflower outfit. A photo will be taken for Brian.
2. Eric moves to adjourn September meeting. Anne seconds. Passes unanimously.
3. Start October meeting - Stacy. Stacy wishes to thank everyone for attending the New Members September meeting.
4. Budget and member renewals report - Philippe. Member renewals going well, increased revenue compared to last year. No major changes to budget as of now. Working on taxes for the budget report. Jason will send out a reminder to active, non-renewed members soon, Nov 5. Lapsed members need to be contacted separately. Philippe will look into transferring OBFS accounts to new treasurer around the New Year, expects it to be a challenge. Discussion about how to view transactions for new memberships and fundraiser event. Paul asks if people have inquired about field stations identifying their budget category, Philippe says so far so good with the honor system.
5. Deering event – Sarah and Brian. Need 200 attendees, have 14 confirmed so far. Invites sent to public and 2,000 individuals. Elaborate plans in place, need to get participants! Price will go up soon. Eric – concern about lack of firebreathers at the event. Will be a big push to get more participants in the next two weeks. Brian and Sarah looking for more invitees and auction trips. Need to do a post-meeting wrap to disburse proceeds and costs fairly. Eric asks who to invite? Anyone interested in environmental issues; discount for grad students – Sarah.
6. Elections update – Sarah. Sarah has requested for a bio and a pic from every candidate. All positions are competitive. Ballot will be ready by mid-November, sent via SurveyMonkey. 30 day window for voting. Positions start April 1.
7. Editor nomination – Stacy [Sarah steps off the call]. Isabelle Kay and Sarah Oktay put names in at Schoodic. Isabelle offered to withdraw from nomination, and become a helper to solicit content. Vote is to nominate and confirm Sarah Oktay, approved unanimously. Paul requests that Sarah step down from Development committee chairmanship, Brian steps up as development chair. David White has resigned as of Dec 31 2018, so Sarah will step in a little early. [Stacy texts Sarah to rejoin the call].
8. Board memberships – Stacy. Developed text “On the Benefits of Being a Board Member”. Will go around for comments to be used in board recruitment in the future.
9. Trifold brochure printing – Stacy. How to do another printing? Done in partnership with NAML, Stacy will reach out to reprint. Almost out of old brochures.
10. Strategic planning – Eric. Want to do a strategic plan before we do an executive director hire. Over the next few months, a small committee will put together a smaller, simpler strategic plan with board and member input. Four core members including Stacy will lead the effort, with a goal of a 4-6 page plan by spring. Philippe and Sylvia will help. Stacy is an ex officio member. Sylvia recommends one person write a draft, Philippe recommends starting with 3-4 critical questions and including the treasurer. Philippe recommends including Ian and Hillary for input at the first call.
11. ESA letter – Stacy. Feedback received was in favor of signing ESA letter. Philippe approves to approve. Sylvia seconds. Passes unanimously.
12. Approve minutes from September – Anne. No more edits. Eric moves to approve, Sylvia seconds. Passes unanimously.
13. Other business items – Stacy.
 - a. OBFS banner? – Stacy. It is at Deering – Sarah.
 - b. Post Meeting Survey Results. Chris should share with Natalie if he hasn't yet. Everyone please review for 2019.
 - c. **Tabled: limiting meeting attendance by field station. Need to discuss attendance policy.
 - d. 2019 meeting. Stacy and Vanessa trying to get more info on how to contact EU stations and African stations to invite. Have a template invite to send out, trying to keep track of who contacts who.
 - e. Mary – question to survey size and ownership of field stations. Mary will send to board for review before sending out. Jason already included an acreage question in the renewal form.
 - f. Next board meeting time: Third week in January.
14. Adjourned: 11:36am PDT.

Respectfully submitted,
Anne Kelly, Secretary

OBFS Board of Directors Conference Call Meeting

Approved Minutes

January 24, 2019

Attendees: Brian Kloeppel, Stacy McNulty, Philippe Cohen, Anne Kelly, Brett Biebuyck, Jason Wallace, Paul Wetzel, Venetia Lyles, Jason Tallant, Lesley Knoll, David Maneli, Amy Whipple, Chris Lorentz, Paul Foster, Mary Hufty

Call to order: 10:04 am Stacy

Tasks:

- “Benefits of being a board member” document – Stacy
- Creating an info clearinghouse – Anne and comm. Committee
- Send “welcome email” to lapsed members – Stacy, Jason.
- Station size survey – Mary will send out shortly, possibly with minor edits.
- Distribution of meeting announcements – board emails need to be consolidated somehow. – Jason T.
- Report on lessons learned from Deering cancellation for future events – Brian and others.
- Add meeting travel awards to website – Jason T.
- Share updated travel award process with new committee members – Paul.
- Share conduct and response docs with Board for feedback and participation. Mary will join with medical expertise – Anne. Send feedback on docs to Anne – **everyone**.
- Keep on top of reviewing the budget and think about spending, ask Philippe questions – **everyone**.
- Share strategic planning docs to board and new board members, keep strategic planning moving along – Eric
- Recruiting new members outside of North America – contact Vanessa to help – **everyone**.
- Update on AISL grant? – Rhonda S.
- Review old OBFS brochure for reprinting – **everyone**, send suggestions to Jeff Brown and Faerthen.
- Put PDF for new brochure on website, point folks to Paul W. to “order” a stack of brochures – Jason T.
- Talk up annual meeting! – **everyone**.

Minutes:

1. Congrats and thank you to incoming board members! – Stacy
2. Approve October 2018 minutes – Philippe motions to approve without changes, Stacy seconds. Approved unanimously.
3. Old business:
 - a. On Benefits of Being a Board Member document – Stacy – in progress. Stacy solicits more input from all. Paul suggests packet of info for field station managers. Philippe suggests updating the administrative handbook/operations manual. Anne will work on addressing info sharing for OBFS docs.
 - b. Membership renewals – Philippe and Jason T. 167 field stations, 27 individuals. Behind the normal renewals for unknown reason. Revenue is at normal, though. More new station managers who may not know renewal process? Stacy suggests sending “welcome email” to lapsed members. Anne suggests adding this to the strategic plan/executive director tasks.
 - c. Station size survey – Mary. Paul suggests adding a “zero” hectare size.
4. Annual meeting – Chris. Planning is going well. Meeting website is almost ready. Meeting structure will change a little – field trips Monday, then workshops Tues, then main meeting starts Wednesday. Housing available for prior weekend. Philippe suggests a way for people to pool rail travel, Jason suggests promoting rideshare spreadsheet better.
 - a. Travel awards – Paul F. Three groups: human diversity, early career/student, and international. Paul asks group to rethink award structure and size, and how awards are reviewed. Philippe – suggests not covering all travel costs, keeping diversity award separate. Anne – suggests lumping reviews because some categories only get one application, not good to have a default award b/c a lack of applicants. Philippe – suggests that feedback on applications would help to people reapply. David & Venetia – lumped review was helpful for international + early career. Amy agrees that feedback would be helpful so worthy people will reapply another year. Venetia – suggests putting travel awards on website.
 - b. Code of conduct and response – Anne. Code of conduct is simple, cribbed from ESA. Response process will require feedback and thought, as well as support from meeting planners. Anne will send to board for feedback.
 - c. Plenary speakers – Chris. No new info.

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5. Deering event update – Brian. Was delayed because number of RSVPs was too low. Thank yous to Sarah Oktay, Paul Foster, Stacy M., Vanessa T., Jennifer from Deering, and many others. Deering offered to have tabling at other events, not worth the investment. Deposits are in the process of being reimbursed. Some plane tickets need to be refunded by OBFS. Planning next steps, will not happen in the foreseeable future. Will be some financial hit to OBFS – Stacy. Request for a document on lessons learned – Philippe.
6. Annual board approval of committees – Stacy.
 - a. Human diversity - Amy is willing to continue to serve. Need to recruit more participation. Lara Roketenetz wants to join.
 - b. Organizational development – Brian.
 - c. International – David
 - d. Outreach – Lisa B. and communications subcommittee – Vanessa T.
 - e. Governance – Eric N.
 - f. Motion to approve current chairs. Paul moves, Philippe seconds. Approved unanimously.
7. Budget – Philippe. End of Q1 budget sent out. Revenue is \$30k from renewals. Not much to report, except slight increase in MemberClicks membership fee. Transition to Paul W. is taking place. Restricted \$320k, down from \$392k from the end of last FY. Philippe requests board continue to review the budget.
8. Strategic planning – Stacy for Eric. Eric wrote up some summary of the suggested process. Needs to be sent to new board members, and keep moving along in the process.
9. New member recruitment – Stacy for Vanessa. Updating field stations list and personal emails sent to reach out. Work continues.
10. AISL grant update – Stacy for Rhonda S. They're publishing papers, a website is up, good media coverage. Unknown status on the grant renewal submission w/ government shutdown, waiting to hear update.
11. Historical candidate bios – Stacy for David. Will be kept in the official OBFS archive. What will be done with it? It's up on the website as a public link – Jason T.
12. Workshop for training women leaders at field-based institutions – Stacy and Lesley for Jen Gee, Elizabeth Long, Lisa Busch, Jenn Seavey. Was submitted before the shutdown. To provide skills and mentoring for incoming, more diverse new station leaders.
13. New business – Stacy.
 - a. Printing of OBFS brochures – old ones out of date. Paul suggests making it more international-friendly. Need to update URLs, addresses, dates, etc. Who is target audience for a physical brochure? People who need to know that field stations are a legit thing. Current budget is up to \$20k for communications – Philippe suggests up to \$10k for the brochures. Send edits to Jeff Brown and Faerthen. Paul W. will mail out. NAML stuff will be left in – Stacy.
 - b. Motion to approve up to \$10k for brochure printing and mailing. Motion – Mary. Anne clarifies that \$10k can include shipping to members. Stacy seconds. Motion passes unanimously.
14. Closing – Stacy. Please all, talk up Belgium meeting. Think about how to message each other when we're international. Motion to adjourn – Anne. Second – Paul. Adjourn at 11:40am.

Respectfully submitted,
Anne Kelly, Secretary

OBFS Board of Directors Conference Call Meeting

Approved Minutes April 17, 2019

Attendees: Anne Kelly, Venetia Lyles, Philippe Cohen, Amy Whipple, Mary Hufty, Stacy McNulty, Jason Wallace, Brett Biebuyck, Chris Lorentz, Lesley Knoll, David Maneli, Brian Koppel, Paul Wetzel, Eric Nagy, Paul Foster.

Call to order: 11:03 am PDT, Stacy

Tasks:

- Send out OBFS 2019 Meeting to OBFS list to advertise – Natalie – done 4/18
- Develop code of conduct and response plan for OBFS 2019 meeting – Anne
- Follow up on Deering event write-up – Stacy
- Contact eastern hemisphere stations to invite to OBFS 2019 – all

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- Send out final version of endorsement policy – Eric
- Add meeting awards to Deering postmortem meeting – Brian
- “Benefits of being a board member” doc – Stacy
- Send out email to invite lapsed members - Stacy

Minutes:

1. Approval of January meeting minutes - Anne. No changes. Motion: Lesley, Second, Paul. Passed unanimously
2. New members – Stacy. Thanks to outgoing members. Welcome to Paul Wetzel, Brett Biebuyck, Jason Wallace.
3. 2019 Meeting – Chris. Co-chair with Chris and Brett. Field trips will precede workshop day.
 - a. Three proposed workshops – art & science, species dist. modeling, and cyberinfrastructure. ArtSci has requested 200€, Species has requested 700€. Question – does board support the workshops, or do the workshops charge a fee to participants? Discussion: Costs are modest per person - Anne. If costs are within budget, then OBFS pays to encourage participation – Philippe and Paul. If subsidies increase participation, let's do it – Jason. Should maybe have a cap on subsidy money per workshop for equity – Stacy. Motion to support workshop costs for these two workshops – Paul. Seconded by Anne. No discussion. Passes unanimously.
 - b. Plenary – National park in Congo via videoconference. Three other plenaries – mostly confirmed. Fifth is tentative, artist from Belgium. Concern that plenary is 80% male, board decides organizers should make an effort to recruit the fifth speaker to be a woman to shift to 60% male.
 - c. Concurrent session – 13 sessions so far.
 - d. Posters – need to recruit more.
 - e. Concern about US federal employees attending an overseas meeting - Brian. Lesley may be able to assist with writing a support letter. Stacy requests that a note be put on conference website for folks to request a support letter.
 - f. Website – mostly done, needs a registration page. Will go up mid-May. Include mention of registration cost (Philippe) and travel awards (David) on website. Natalie will send out an advertising email to the OBFS list.
 - g. Add code of conduct and reporting to program, request separate meeting with Brett and Chris to plan – Anne.
 - h. Thank you for good organizing to Chris – all.
4. BFS3 – European grant – Stacy. A proposal for a grant from a dozen orgs to look at field stations as a place of citizen science and engagement. OBFS is not an official PI, but will be a partner. Stacy will be happy to share details to interested folks.
5. Treasurer update – Paul. Paul and Philippe have been working on a transition – tough job! Consolidating org's bank accounts into one credit union near Paul. CU allows for multiple signatories should the treas. get hit by a bus. Mutual funds getting moved over, credit card deposits going to the CU, etc. need to be confirmed. What does the board want to know? – Paul. Philippe says to spoon feed it to the incurious board. Eric suggests reporting on any anticipated non-routine spending. Available money ~\$90k. \$369k in Vanguard, will restart contributing \$800/mo.
6. Brochures – Paul. Has 10,000 OBFS brochures in his garage. Email Paul for brochures to request some. Stacy is still working on updating the brochures, new ones will not be supported by NAML but they will still be mentioned. It is in the budget to mail brochures to every member.
7. Development update – Brian.
 - a. Deering in November 2018 was cancelled due to low RSVPs. Developed a 2-page report on what happened, what are future efforts. OBFS lost \$9,400 for deposits on catering and A/V, Deering may be able to absorb \$5k. Personal plane ticket reimbursements, rebooked to another Deering visit May 17-20 for a foundation proposal meeting.
 - b. Working on new models of fundraising since these one-off events are time consuming. Need follow-up after events like this, has been missing – Philippe. All – please look at Brian's doc and provide feedback, especially in relation to your own station and OBFS-wide – Stacy.
8. Editor update – Sarah not present. Not much to report – Stacy.
9. Website update – Jason T. not present – Stacy.
 - a. Question from Mary – how many station size surveys went out? Probably ~200 – Philippe.
10. Committee chair updates
 - a. Lisa not present - Brian. Congressional visits update. Six OBFS members attended the AIBS communications training and congressional visits. Encourage grad student mentees to join. Each member visited about a half dozen congressional members.
 - b. Communications – Vanessa not present - Stacy. Need to get word out to Eastern hemisphere field stations about 2019 meeting. Please join to help do contacts – all. Invitation letters could be translated to French.

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11. Station size survey – Mary. 76 responses, 8 countries, 4 continents, 30 states, 30 ecosystems. More than 3,000,000 acres represented. 200,000 acres owned. Want to repeat the survey with refined questions, will include questions on staffing, core mission of station. Ask about budget – Philippe. Ask category of land ownership – Anne. Ecosystem type is tough, please send ideas to Mary – Mary. Lots of stations are hybrid situations – Amy.
12. Endorsement policy – was it approved? – Stacy. Yes – Eric. Can't find a final version and we need a copy – Stacy. Will send out final version – Eric.
13. Friends of OBFS award – Brian. Last year had received 3 nominations, decided to develop a lifetime contribution award for two members instead. Doesn't need to be awarded annually. Both friends and lifetime contribution awards will be awarded ad hoc by the board. Also Local Hero and Human Diversity awards awarded every year. Send ideas to Brian for awards, if any – all. Awards will be added to the Deering meeting agenda – Brian.
14. New business – Stacy.
 - a. Who to send 2020 meeting items to? – Mary. Send to Brett – Stacy.
 - b. How to send out award announcements – David. Send to UC Davis new listserv email – Phillippe.
 - c. Info clearing house – Anne. All – please send me your data and ideas for data storage. Get in touch with Jason T. regarding data storage service for public and private docs and cost – Anne.
 - d. Benefits of being an OBFS board member – Stacy. Pending. Request from all for input – Stacy.
 - e. Email to lapsed members – Stacy and Jason T. Still needs to go out - Stacy. Suggestion that Communications committee take this on, maybe Lisa B – Brian. Should be sent out in time to renew and register for 2019 annual meeting – Stacy.
15. Adjourn – 12:31 PDT. Motion to adjourn – Brian. Second – Mary. Unanimous. Peace out.

OBFS Board of Directors Conference Call Meeting

OBFS Board of Directors Meeting

June 17, 2019

Final Minutes approved August 28, 2019

Attendees: Stacy McNulty, Anne Kelly, Jason Wallace, Brett Biebuyck, Sarah Oktay, Lesley Knoll, Lisa Busch, Venetia Lyles, Brian Kloeppel, David Maneli, Paul Wetzels, Paul Foster

Call to order: 12:30 pm PDT

Tasks:

- Jason W. – send out text on “benefits of being a board member” to board for additional text
- Sarah – will send google drive to Anne to collect OBFS documentation.
- Anne – will work with Jason T. to identify a good document hosting service
- Brett – will work with Natalie to (re)send out invoices better for university reimbursement for annual meeting registration
- Brett and Lesley – will work together to send out poster requests to attendees
- Brett and Anne – will work together to finalize a simple code of conduct
- Paul W. – will send out his first quarterly report soon.
- Sarah – will send old reports to Paul W. for reference
- Paul W. – will generate and send out membership report
- All board members – email Paul at treasurer@obfs.org to request copies of new OBFS brochure
- Anne – will send last year's finalized meeting minutes to Sarah
- Anne – will schedule August meeting this week
- All – send website update and suggestions to Jason T.
- Anne – will add to next agenda to discuss more website support, will add development of “press kit” and one-pager on OBFS to next agenda, will add thank-you award to next agenda
- Sarah – will work on editor report
- Lisa – will call side-meeting to make a plan for OBFS press kit/one pager
- All – think about creative development ideas and expertise needed to next meeting
- All – send text, pics, etc. from past year to Sarah for annual report

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Agenda:

1. Approve April 2019 minutes – Anne
2. Old business
 - a. Text on “benefits of being an OBFS board member” – Stacy & Jason W.
 - b. Info clearing house – Anne
3. Annual meeting planning – Brett
 - a. Travel awards for 2019 meeting - Venetia
 - b. Proposed meeting code of conduct & response – Anne
4. Treasurer report – Paul W.
5. Editor report – Sarah
6. Website report – Jason T.
7. Committee updates – Stacy
 - a. Communications – Vanessa
 - b. Outreach – Lisa
8. Endorsement of AIBS BCON report: https://bcon.aibs.org/wp-content/uploads/2019/04/BCoN_March2019_FINAL.pdf
9. Development Committee report (after 1:45 EDT) – Brian K.
10. New business – Stacy

Minutes:

1. Approve April 2019 meeting minutes – Anne. Motion to Approve April 2019 minutes moved by Paul W., seconded by Paul F. Passed unanimously.
2. “The Benefits of Being a Board Member” – Jason and Stacy. Will be sent around for additional text to board. ***Jason W. All committee chairs are open for next election if chairs step down. Half of positions are up every year. Sarah recommends that we all recruit board members at the next meeting. Will be added to annual report and meeting minutes.
3. Information clearinghouse – Anne. Still collecting stuff. Will send link to google drive - ***Sarah. Need to touch base with Jason T. to get hosting - ***Anne.
4. Annual meeting – Brett. Chris L. is leading the organizing. Brett is developing a “meeting planning” document. Still looking for a diverse set of plenary speakers. 36 members registered so far. Some quirks with registration, need a better confirmation email. Some issues with Visa. Request for Natalie’s team to (re)send out new, more standard invoices for registration so US universities can process - ***Brett. Not limited by numbers of posters. Send out registration reminders and poster requests - ***Brett and Lesley.
 - a. Travel awards, international and early career – Venetia. Two applications, both good, both received awards. Might accept more if more applicants come in? Lesley suggests “tiny field station award” for low-income field stations.
 - b. Code of conduct – Anne. Not much progress, will discuss specifics with the meeting organizers, will discuss on the phone soon - ***Brett and Anne
 - c. Auction – Sarah. Credit card payments will be tough, will encourage people to bring cash or check. IOUs are an option, maybe Natalie can collect payments.
5. Treasurer report – Paul W. \$97k in checking. \$360k in Vanguard acct. In 3rd Q of fiscal year, mid July Paul will send out his first quarterly report - ***Paul. Will send old reports as a template to Paul - ***Sarah. Membership report needed - ***Paul.
 - a. Brochures – 10,000 in Paul’s garage. Philippe suggested sending a handful to every field station. Sarah suggests it’s too much work, instead bring them to OBFS and emailing membership to offer free brochures. Paul requests board members to email treasurer@obfs to request brochures - ***all.
6. AIBS – Stacy. Request for financial support to AIBS. We already budgeted, we will be paying.
7. Editor report – Sarah. Working on it, still needs approved meeting minutes - ***Anne. Trying to get done a couple of weeks before the meeting. Need to schedule next meeting before the annual meeting - ***Anne. Please send information, pictures to Sarah – ***all.
8. Website updates – Jason T. Jason T not present, please send website items to Jason - ***all. Sarah suggests finding more volunteers with coding experience to help Jason T. Stacy suggests paying for more dedicated web services. Needs to be folded into a bigger conversation about the direction of the organization/marketing/etc. Put on agenda for annual meeting board meeting - ***Anne.
9. Communications and outreach committee meetings – Lisa. Stacy and Sarah suggest that we create a press packet about OBFS for board members to share when the opportunity comes up. Also a one-pager summary about OBFS. Also available on website for members to download. Development of this will go on agenda for annual meeting - ***Anne. Will call a side meeting to make a plan - ***Lisa.

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10. AIBS report – Stacy. AIBS looking for endorsement to request funding. Stacy requests more review by board.
11. Development report – Brian. Human Diversity and Local Hero Awards selected. No Friends of OBFS this year. May consider diversifying support means for OBFS, including soliciting grants from other agencies. Need support for more operating expenses – Sarah. Request from Stacy for board to think about what expertise is needed to advance fundraising for OBFS, and bring feedback to next meeting - ***all.
12. New business – Stacy.
 - a. Stacy requests Anne to quickly schedule August meeting - ***Anne.
 - b. Stacy suggests giving an award to a certain someone, and to present a group photo and a thank you to this person in Belgium. Will add to August meeting – ***Anne.
13. Motion to adjourn – Brian. Second – Paul W. Passed unanimously. Adjourned at 2:02pm PDT.

OBFS Board of Directors Meeting

August 28, 2019 Draft Minutes

Attendees: Sarah Oktay, Anne Kelly, Stacy McNulty, Mary Hufty in technicolor, Jason Wallace, Amy Whipple, Venetia Lyles, Chris Lorentz, Brian Kloeppel, Lesley Knoll, Paul Wetzal, Philippe Cohen, Brett Biebuyck, David Maneli, Paul Foster.

Call to Order: 9:40 am PDT

Tasks:

- Anne K. - Share notes with Flathead after this meeting
- Anne K. - Get together meeting code of conduct planning with Paul F., Lara R., Amy W. and other volunteers after the Belgium meeting
- Anne - Still need to work with Jason T. to identify document hosting service for historic OBFS docs.
- Paul W. – Will send out draft budget to membership for discussion/approval at the annual plenary meeting.
- Paul W. & Brett B. – Will get materials for tabling at Toolik’s table at AGU.
- Chris L. – Will get final numbers on 2019 annual meeting streaming and options.
- All – attend welcome reception in Belgium to greet new members.
- Travel award committees – send travel award info to Sarah O. for annual report.
- Stacy M. or Paul W. – share draft budget with members before business meeting in Sept.
- Anne K. – review board bylaws before proposing forming Ethics Committee
- All – read “Is NEON killing science?” article before Sept meeting

Minutes:

1. Approve June 2019 minutes – Anne. Fix Lesley’s spelling. Motion to approve passes unanimously.
2. Old business
 - a. Adoption of a Code of Conduct for the annual meeting – Anne K.
 - i. Suggestion for a sticker on the Board nametags as points of contact
 - ii. Suggest to adopt for the 2019 meeting. Move to adopt Code of Conduct as presented – Mary, second – Amy. Passes unanimously.
 - iii. Struminger – Informal Learning proposal renewal – Anne K. Struminger requests OBFS support for their upcoming grant proposal for their NSF submission. Motion for Stacy to work with Rhonda’s team to support their grant as requested. Sarah moves, Paul seconds. Passes unanimously.
 - iv. Status of BFS3 Proposal – Stacy M. OBFS would be a partner on the BFS3 proposal, international team. Not funded this round, but some PIs will be at Belgium to discuss a future round. OBFS would be an unfunded collaborator. Stacy suggests the board meet with the BFS3 folks at the annual meeting.
 - b. ESA meeting and other OBFS-represented activities – Stacy M. and others
 - i. UFERN group presented on inclusivity in field experiences, especially noting mobility issues in fieldwork opportunities for undergrads.
 - ii. Brett offers to add OBFS information and banners to the Toolik table at AGU. ***Paul will send materials to Brett. ***Brett will recruit OBFS members to table at AGU.
3. Annual meeting planning – Brett B., Chris L., Natalie B.
 - a. Planning update – Chris L. Things are coming along, we will have close to 100 attendees. Brett – 15 posters on the program. 75% of folks will be staying on site – Sarah.
 - b. Meeting expenditures – Chris L.

- i. Streaming & video for people who can't attend. Natalie's quote is 4,000 euros. Water bottles would be an extra expense for attendees, 1.5k euros. Also travel expenses for the plenary speakers, would be relatively small since speakers are driving. Approx. \$6,093 for bottles and streaming, \$1k for speakers. Potential different pools of money, would come in under budget. Is the cost worth it? Suggestion to video but not livestream, would that be cheaper (time zone, no viewer interaction would limit utility of live streaming)? Should prioritize plenary sessions for videotaping, request that speakers repeat the question. Sarah says there is a demand for video of presentations and business meetings, and video will help promote our plenary speakers. Lesley reminds that we need to confirm speaker permission. Mary suggests that European and African colleagues may wish to have live streaming. Chris will clarify if live vs. not live recordings would change the cost. Suggests that the recordings will be a good recruiting tool. Suggest that we share the videos publicly.
 - ii. Proposal to change budget to spend up to \$8k to cover video, water bottles, and speaker travel – Stacy M. Moved – Stacy. Second – Chris. Passed unanimously.
- c. Auction planning – Brian K. Auction – Eric Nagy & Elizabeth Long will not be attending. Marjan has been helping from Belgium. Auction will be held in dollars vs. euros. Credit cards will work. No opening performance. No serving alcohol at the seats, will be serving in an adjoining room. Will need help organizing and logistics with items. Targeting \$6-8k for total fundraising. Send one-page field station visits to Brian if the host station will not be in attendance. Check payments at the auction would be the most convenient. Auction theme: dress as your homeland (field station or personal).
4. Outreach committee – Lisa B. not here. Sarah will take it on.
 - a. Press packet – Sarah O. Working with Vanessa and Lisa to develop a press or donor packet about OBFS for field stations to use in publicity and fundraising. Available online. Will be ready by the end of 2019.
 - b. Welcome Reception at Hasselt. Stacy requests board attendance at the Welcome Reception to greet new members.***
5. Awards
 - a. Special OBFS award – Stacy M. – skip.
 - b. Travel awards - Venetia L., David M. – Two early career, two international awards given. Sarah O. needs the travel awards for the annual report.***
 - c. Human diversity award - Amy W. – no update.
 - d. Belgium will be giving a Local Hero award, name already given, plaque made.
6. Treasurer report – Paul W.
 - a. Draft budget review, categories. Income and expenses are an average of recent past years. Income at the auction expected to be a bit smaller in 2019 due to the smaller meeting. Development events never are a net income as accounted for here – Philippe. Overall budget looks good, can be revised in September at the annual meeting – Stacy. ***Needs to be shared with membership before the meeting – Paul. Philippe suggests transitioning our financial calendar to the calendar year because of the annual meeting. Stacy suggests tabling until Belgium.
7. Editor report – Sarah O. Annual report draft done, still awaiting a summary on the early career awards. Requests final by 12pm EDT 8/29/19
8. Website report – Jason T. – tabled to next meeting.***
 - a. Hiring help? – Paul W. – tabled to next meeting.***
9. Committee updates – Stacy M.
 - a. Development – Sarah O. Developing list of needs. Tabled.***
10. Ethics complaint – member station. – Stacy M.
 - a. Received a complaint regarding a field station's code of ethics. Brief discussion with to do's for annual meeting..
11. New business – Stacy M. – table to next meeting.
 - a. OBFS-NEON collaboration, and suggestion from a member to sever ties with AIBS over the "Is NEON killing science?" article. ***Board please read the article before Belgium for future discussion, invite Ian to the discussion.
12. Ethics Committee proposal – Anne K.
 - a. Suggestion to propose committee formation at the Belgium business meeting. General favor from the board. ***Anne, Board review the board bylaws regarding committee formation. Collaborative Climate model at CLEON.
13. New business – Stacy M.
 - a. NCGIS survey – please fill out.
14. Motion to adjourn – Paul Foster, Mary seconds. Meeting adjourned unanimously at 11:37am PDT.

Auction results 1997 through 2018

Year	Amount	Annual Meeting Location
1997	\$ 2,164	Oregon Institute 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	University of 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	\$ 8,113	U. of Michigan Biological Station
2011	\$ 7,430	Bodega Marine Lab and Reserve
2012	\$ 9,382	Archbold Biological Station
2013	\$ 9,082	Southwest Research Station
2014	\$ 11,025	Woods Hole
2015	\$ 12,631	Rocky Mountain Biological Laboratory
2016	\$ 7,188	Sitka Sound Science Center
2017	\$ 10,565	Itasca Biological Station
2018	<u>\$ 11,449</u>	Schoodic Institute at Acadia Park
TOTAL	\$ 153,467	

OBFS Budget Summary for the 2017-2018 Fiscal Year (for additional information on any category, contact Paul Wetzel at Treasurer@OBFS.org or pwetzel@smith.edu)

General Budget Categories	2017-18 Budget Actuals	2018-19 Budget Projections	2018-19 Budget Actuals*	2019-20 Budget Projections
I. Income				
Membership dues	33,450.00	36,100	42,495	36,000
Investment dividends, capital gains, and interest	4,989.85	5,050	5,999	6,000
Auction (revenue goes to restricted fund)	10,565.50	10,000	11,449	8,000
Development event revenue	-	14,000	-1,045	0
Donations	4,200.00	1,500	0	2,000
Total Income	53,205.35	66,650	58,898	52,000
Total Operating Income	37,717.60	51,650	41,496	38,000
II. Expenses				
Other Organization Membership Dues	5,400.00	2,700	0	3,500
Bank and transaction expenses	2,176.14	2,000	2,155	2,200
Travel (CVD, Awards, AIBS collaborations, contingencies, etc.)	10,412.47	24,000	13,841	12,000
Administration (Taxes, Survey Monkey, EM&S, etc.)	316.69	1,075	403	500
Communications & Outreach (ESA Booth, newsletter, etc.)	-	10,425	5,650	4,500
Website and data management	5,625.00	6,150	5,540	8,500
Committee & Organizational Projects	-	18,900	5,326	5,000
Annual Meeting (travel & contingency)	3,845.65	4,500	259	8,000
Contingency (2.5%)	-	1,744		1,105
Operating Expense Total	27,775.95	71,494	33,175	45,305
Expense Variance (Operating Income-Expenses)	9,941.65	(19,844)	7,704	(7,305)
III. Assets				

Vanguard Social Investment Fund	364,518	389,083	391,266	414,866
Vanguard Federal Money Mkt Fund	3,253	3,260	3,321	3,500
Jefferson Bank & Trust (expect to close account)	39,286	29,364	47,607	0
UMASS Five College FCU	-	-	39,574	70,276
Total Net Assets	447,790	\$ 452,518	\$ 481,767	\$ 488,642

* Budget actuals include transactions up to 31 July 2019. End of fiscal year transactions were not available before printing of annual report.

POLICY AND GOVERNANCE

Policy on Support or Endorsement of Projects

Adopted by Board 5 September 2017

Organizations, OBFS members, and others, occasionally make requests to the OBFS President or Board of Directors for statements or letters of support for a variety of projects and initiatives. Project leaders may seek OBFS endorsement of a project, financial assistance, in-kind support, or participation of OBFS leadership or members. Most often the request is for a general letter of collaboration or partnership to be used in a grant proposal.

While many projects and ideas may be worthy, OBFS desires to be judicious about its endorsement of projects and cooperation with potential collaborators. OBFS will properly review requests to ensure they are consistent with the policies and interests of the organization and its membership. For a project to be considered for a formal endorsement or other type of support from OBFS, the following conditions must be met:

Conditions for Endorsement:

1. A project investigator or project leader must be an individual member of OBFS or an official representative of an OBFS member station.
2. The goals and mission of the requesting organization and the proposed project must be consistent with, or enhance, the goals and mission of OBFS.
3. The level of support or contribution to the project by OBFS must be over and above that already granted to individual or station members.
4. Tasks to be performed or support offered by OBFS must describe specific, accrued benefits to OBFS, its programs, mission, or members.
5. Commitment by OBFS does not necessarily convey to member stations. If such commitments are a core part of the proposed project, then sufficient lead time must be provided so that OBFS can solicit input from members or secure required commitments.
6. Activities, commitments, or products of the cooperation must be made clear and explicitly defined in a document separate from the full project proposal.
7. A timeline associated with any commitments is required.

Process:

1. Requests must be submitted to the President, Vice President, or Secretary of OBFS at least one month prior to a Board of Directors meeting. Meetings are typically held quarterly.
2. The specific resources requested of OBFS must be enumerated. Details such as project goals, grant deadlines, sponsoring program name, etc. are to be included in the request.
3. The OBFS Board of Directors will vote on the entire package of support or endorsement.
4. If a formal contract is required separate procedures by the Board or Membership may be required.
5. At least one Board member or OBFS member (other than those already associated with the proposed project) must volunteer to serve as project liaison to the Board before a vote can be taken. The liaison is responsible for quarterly reporting to the Board on project outcomes and following up on commitments made by either party.
6. The project leader will provide the OBFS liaison with a short report of accomplishments no later than six months after the end of the project. The report will focus on cooperative activities and should be distinct from any full report required by project funders, sponsors and others.
7. OBFS can withdraw support or endorsement from a project at any time, for any or no reason, unless a formal separate agreement or contract indicates otherwise. Support will be withdrawn if the project does not meet any of the conditions outlined above.

For amendment to the OBFS P&P Manual

Policy on selection of workshops for the Annual Meeting

For amendment to the OBFS P&P Manual

Brief Background: Each year at the annual meeting, a workshop is typically offered, a day prior to the field trip portion of the meeting; sometimes more than one is offered. These workshops are often presented by the members, themselves or may be offered by outside groups, for the benefit of the members. Traditionally, the selection of workshops for the annual meeting has been somewhat informal with the annual meeting planning committee and the Board approving topics on a case-by-case basis, as various individuals or agencies expressed an interest in offering such workshops. Recently, there has been an increase in the number of offers by individuals to present a workshop, such that a more formal procedure to select these may be necessary.

Goal:

- To offer the membership the greatest value regarding workshop opportunities during the annual meeting. While workshops can be a win-win situation since they are often of real interest and value to OBFS members, care must be taken in agreeing to these “dove-tail” workshops.

Objectives:

- To make a formal policy with regards to the call for and selection of workshops associated with the annual meeting,
- To create a written procedure for workshop submissions and
- To create a clear process for the selection of workshops that includes the criteria on which selections are made.

Conditions for Workshop Collaboration:

- A workshop organizer must be either 1) an individual member of OBFS, 2) an official representative of an OBFS member station or 3) or have an official representative of an OBFS member act as liaison.
- The goals and mission of the workshop and the proposed workshop activities must be consistent with, or enhance, the goals and mission of OBFS.
- Ideally the workshop should be self-supporting. Although the OBFS will entertain formal requests for funding support.
- Proposal, including any funding support, to the OBFS Board of Directors must be made at least 9 months before the workshop date.

Process:

- Each fall, a call for workshop proposals will be made by the Annual Meeting Planning Committee soon after the preceding meeting.
- Anyone interested in presenting a workshop at the upcoming annual meeting must submit a brief proposal to the President, Vice President, or Secretary of OBFS by December 1. The proposal must include:
 1. Name of workshop leader and OBFS member sponsoring the proposal
 2. Title, goals, and purpose of the workshop
 3. Costs to attendees and/or OBFS. If OBFS support is requested this must be explicitly defined and well justified.
 4. Brief description of workshop schedule and activities
 5. Brief, but complete description of workshop logistics, including coordination and cooperation with Annual Meeting host station.
 6. Perceived need for workshop
 7. Perceived value and outcomes of workshop
 8. How the workshop will advance OBFS goals and serve member stations.
- The Annual Meeting Planning Committee will review proposals and present finalists to the Board for approval. Selections will be made based on timing and logistics, host station input, interest expressed by the membership, costs (to OBFS or to participants), and conditions outlined above. Selections will be made by January 31.

OBFS Committee Structure and Tasks

I. Organizational Standing Committees

Annual Meeting Committee

- Vice President, Chair
- Past President
- Host Station Representative
- Member at Large 1
- Member at Large 2
- President (ex-officio)

Tasks: Work with meeting host to develop the Annual Meeting program. Conduct exit survey. Solicit future meeting host proposals. Present meeting proposals for board decision.

Human Diversity Committee

- Board-appointed Chair
- Volunteer members

Tasks: Present annual award to a member station demonstrating leadership in human diversity issues. Promote a culture of diversity within the organization.

International Committee

- Board-appointed Chair
- Volunteer member

Tasks: Ensure needs of non-US based member stations are addressed within the organization, recruit international field stations, make travel awards to Annual meeting.

Governance Committee

- Board-appointed Chair
- Volunteer members

Tasks: Ensure that OBFS operates according to its bylaws and Policies and Procedures Manual, update documents as needed, propose changes to bylaws when required.

Nominations & Elections Sub-Committee

Nominations

- Chair, Past President
- Four members chosen by Past President, President, Governance chair

Tasks: Solicit nominations for elected positions and present to board for approval and placement on ballot.

Elections

- Editor (chair)

Tasks: Conducts and reports results of election

Investment Sub-Committee (formerly Finance Sub-Committee)

- Chair
- Volunteer members

Tasks: Oversee restricted funds

Finance and Membership Committee **NEW!**

- Treasurer, Chair
- Network Coordinator/Webmaster
- International Committee Chair
- Volunteer members

Tasks: Maintain current membership list, develop recruiting letter, coordinate recruiting efforts, and track attrition. Provide voter roll to Editor for Election.

Organizational Development Committee

- Board-appointed Chair
- Volunteer members

Tasks: Organize friend-building and fund raising activities, maintain donor database, monitor funding opportunities for OBFS.

Outreach Committee

- Board-appointed Chair
- Volunteer members

Tasks: Coordinate Congressional Visit Day and Congressional District Visits with AIBS, coordinate use of OBFS banner, coordinate outreach activities at professional society meetings.

Communications Sub-Committee **NEW!**

- Board-appointed Chair
- Network Coordinator/Webmaster
- Editor
- Volunteer members

Tasks: Maintain OBFS webpage. Create content for Facebook page, Twitter account, and other social media. Maintain list serve. Facilitate flow of information between NSF, AIBS, other institutions and OBFS members. Produce Annual report.

II. Ad-hoc Committees

Business Plan and Branding Committee (BBC)

- Chair

Tasks: Review current OBFS business plan, strategic plan, NRC report, trifold and other materials. Prepare a draft request for proposals (RFP) for consultants by December 2017 board meeting.

Art-Science Converge

- Chair

Tasks: Promote opportunities for artists at field stations through blogs and social media.

Email Link: art-science-converge-l@mtu.edu

III. Working Groups

Citizen Science

- Coordinator

Tasks: Promote the exchange of information for citizen science programs and efforts at field stations.

Interpersonal Safety

- Coordinator

Tasks: Collect and share resources on ensuring interpersonal safety for all visitors and staff at field stations.

OBFS 2019 Annual Meeting will be held at the Hasselt University Field Research Centre in Belgium (<https://www.uhasselt.be/UH/FieldResearchCentre/Field-Research-Centre-CMK-Education/Ontdek-Ecotron.html>)



The 2020 OBFS Annual Meeting will be held at the University of Montana's Flathead Biological Station (<https://flbs.umt.edu/newflbs>). **Dates:** Pre-meeting workshops: 9/16/20; Field Trips 9/17/20, Meeting 9/17-9/20/2020. Travel Info: <https://flbs.umt.edu/newflbs/about-flbs/location-directions/>

The Flathead Lake Biological Station (FLBS) is a University of Montana Center of Excellence that conducts ecological research with an emphasis on fresh water, particularly Flathead Lake and its watershed. The Bio Station offers summer field ecology courses for students from across the nation, and trains graduate students year-round. FLBS also provides scientific data and interpretation to help resolve environmental challenges and inform public policy. Founded in 1899, FLBS is one of the oldest active biological field research stations in the United States. Located on the East Shore of Flathead Lake at Yellow Bay, MT facilities include laboratories, classrooms, boats, dining hall and housing for over 100 people. Facilities are available for educational conferences, seminars, courses and professional meetings.



The 2021 OBFS Annual Meeting will be held at Central Michigan University's Biological Station on Beaver Island (in the middle of Lake Michigan) (<https://www.cmich.edu/colleges/se/cmubs/pages/default.aspx>)



Organization of Biological Field Stations

Annual Report 2018-2019