



**SOBA BOARD MEETING**  
**May 2, 2023**  
**Tacoma, Washington**

**MINUTES**

**Roll Call of Attendees**

- Mike Wichrowski, President
- Preston Smith, Past President
- Todd Mize, Vice President
- Nancy Stewart, Treasurer
- Chris French, Member-at-Large
- Sharon Clark, Member-at-Large
- Catherine Buchalski Smith, Member-at-Large
- Hannah Helsby, Executive Director
- Nick Vaccaro, Meeting Coordinator

**Approval of Past Minutes**

- Todd moved to approved April 2023 minutes. Preston seconded. Motion passed.

**Financial Updates**

- Hannah reported an updated on the status of state memberships. Also reported were the balances of the SOBA checking (\$47,367.75) and money market (\$109,954.22) accounts.

**Federal Training Day Topics**

- Discussed the member benefits of SOBA collecting copies of the States MOUs with local entities and work to put together best practices and/or sample MOUs. Suggested the board draft a membership survey and consider a standing committee to assist in creating example agreements, MOUs, etc.
- The board discussed the potential of SOBA hosting regional meetings, similar to a recent regional meeting held in Virginia the Mike and Preston attended. There is also an opportunity to have any topics that are too specific for the general audience or that won't fit into the timing slotted for breakout sessions in the symposium agenda.

*Brad Gunn, USFWS and Lia McLaughlin, USFWS Regional Grants Coordinator joined the meeting virtually.*

- WSFR would like to be able to host "office hours" at the Symposium where grant coordinators can be available to meet with state representatives.
- Brad asked the board to prioritize a list of topics requested for federal training day and share with him after the meeting.

**SOBA Symposium host state budgets**

- The board and USFWS representatives engaged in discussion on how to clarify and

standardize the budgets and agreements between the states and SOBA regarding hosting the SOBA symposium and using grant funds towards expenses.

### **2023 SOBA Symposium Agenda**

- Board discussed session proposals that had been submitted.

### **Strategic Planning**

- Board reviewed and made edits to the draft strategic plan as submitted by the strategic planning workgroup. Final edits will be integrated and the board will vote to approve the final strategic plan at an upcoming meeting.

Todd moved to adjourn. Preston seconded. Meeting adjourned.

**APPROVED 6/13/23**