

## **SOBA BOARD MEETING MINUTES – APPROVED**

**Tuesday, November 14, 2023**

**(via teleconference)**

**12:30pm – 2:30pm Eastern**

### **Welcome**

Mize welcomed everyone and opened the meeting.

### **Roll Call of Attendees**

Todd Mize, Mike Wichrowski, Nancy Stewart, Chris French, Catherine Buchalski Smith, Gary Gardner, Sharon Clark, and Taylor Matsko were present.

### **Review of the Agenda and Amendments**

No amendments to the agenda.

### **Approval of Past Minutes**

The board reviewed minutes from October 10, 2023. No edits were made. Wichrowski motioned to approve minutes. Mize provided the second. Motion passed.

### **President's Report**

Mize provided the President's report.

- Mize discussed his past meeting with BoardSafe Docks.

### **Treasurer's Report**

- Buchalski Smith reported the financials reflective of the 2023 Symposium expenses to the Board. The projected net income for 2023 is \$18,857, which is in line with the projected income in the approved 2023 SOBA budget.

### **State Grant vs. SOBA Expenses**

- Wichrowski introduced the Grant vs. SOBA Expenses document to the Board explaining how it breaks down the financials of the Symposium. Wichrowski ran through the document explaining which funds were covered by the grant received from Washington, and which expenses were absorbed by SOBA.
- Gardner indicated that North Carolina will be submitting their grant this month to request support for the Symposium.
- It was suggested that this document could be a good template for the Symposium Planning Committee to use and update each year.

### **Committee Charters – For Approval**

- SOBA staff developed and presented draft committee charter language for the Website Development Committee, Symposium Planning Committee, and Knowledge & Education Committee.

- The board emphasized the importance of having staff involved in the Website Development Committee to guide the team on what is possible.
- The Board conducted a thorough review of all three committee charters, discussing any proposed edits.
- Gardner motioned to approve the updated version of all three committee charters. Mize provided the second. Motion passed.

### **Committee Chair + Board Liaison Discussion**

- Board Liaisons for the committees were selected:
  - Chris French will serve as the Board Liaison for the Website Development Committee.
  - Gary Gardner will serve as the Board Liaison for the Symposium Planning Committee.
  - Todd Mize will serve as the Board Liaison for the Knowledge & Education Committee.
- The Board will discuss committee chairs once volunteers sign up for the committees.
- The board instructed staff to create and distribute the committee sign-up forms to the SOBA membership prior to Thanksgiving.

### **Training Resources for Newsletter**

- Matsko informed the board that a training resources section was added to the November newsletter. Matsko asked the board how they want this section to evolve and what they want to see included.
- The board recommended that we continue to highlight USFWS training offerings and consider adding in any grant funding training opportunities.
- The board plans to help find additional training opportunities that could be valuable to the membership to highlight in this section – other state webinars, CEU trainings, grant funding trainings, etc.

### **Open Discussion**

- Stewart provided background on the BABA guidance created by NMMA.
- Stewart also presented a document that she and Buchalski Smith collaborated on, providing guidance for the Hospitality & Networking Room at SOBA Symposiums. This document could also be included in the Symposium planning “workbook”.
- Stewart and Buchalski Smith will continue to develop this document and will discuss it further at an upcoming meeting.

### **Adjourn**

Buchalski Smith motioned to adjourn. Wichrowski provided the second. Meeting adjourned.