

Steering Committee Meeting
Monday, February 29, 2016

Attendees: Ian Jessup; Karen Green; Melissa Johnson; Tim Warfel; Danny Martin; Kaye Holman; Brent Schulze; James Hall; Andy Gillock; Andrew DuBois

1. Introduction of new members
 - a. Co-chairs:
 - i. Karen Green email: Kgreen@thezdc.org, phone: 720-470-8275
 - ii. Melissa Johnson email: meljrn1994@gmail.com, phone: 303-915-5499
 - b. New Members-at-Large
 - i. Andrew Dubois
 - ii. Andy Gillock
 - iii. Dr. Brian Smith - possibly liaison with MWPARC

2. Steering Committee Roles and Responsibilities
 - a. Secretary - Melissa will act as secretary - agendas, meeting minutes
 - b. Treasurer - Ian will continue in this capacity
 - i. ledger maintained on Google site
 - ii. money held by ARC
 - iii. budget to be submitted by Ian for pre-paid credit card for expenses
 - c. SWPARC Representation - Ian will continue in this role; planning joint meeting with SWPARC in summer 2017

3. Post-meeting discussion - Kaye
 - a. Summary/survey - very positive results from survey
 - b. Financials
 - i. Silent auction raised \$740 and swag sales (shirts, stickers, etc.) were \$231
 - ii. Look in future for fiscal sponsors
 - iii. One suggestion to ask if fee for meeting was appropriate - may want to discuss in the future if we need to raise the ticket price to be sure we cover expenses for guest lecturers, food, printing cost of programs, posters, thank you notes, gifts to speakers, etc.

4. Sub-Committees - discuss goals going forward
 - a. Education & Outreach - Kaye, Joy & Emily
 - i. Website - want to work with Danny to include more information as was suggested in member's survey in previous years

- ii. Extend relationships with conservation community - this is important for future cooperation, sponsorship, meeting venues, etc.
- iii. Educational tools - species counts, locations
- b. Scientific Advisory - Danny
 - i. Website currently has mostly information on various university programs with biological science focus
 - ii. Add species accounts and update field trips for 2016 (currently listing 2014)

5. General COPARC Goals for 2016

- a. Field Trips - Tim
 - i. Instilling "Best Practices" for future trips
 - 1. Field Herping etiquette and biosecurity protocols - Tim is working on this and will email to SC; may want to post on website and FB pages
 - 2. Sponsors & Event-specific guidelines
 - a. Roxborough State Park Survey - May 21, Tentative
 - b. Four Corners Trip (Montezuma County)- June 3-5, firm
 - c. Comanche Nat'l Grasslands Trip (Otero County) - July 8-10, firm
 - d. Other Trips - ???
 - e. Trip dates are posted on the COPARC Google Calendar
 - f. Suggestion to have more transparency for future COPARC events - specify if it is a "partnership" or "sponsorship" or "hosted by COPARC" - make sure members know if anyone or organization is benefiting or profiting from the activity
 - 3. Signed Release Forms for field trips - liability forms should be signed for each trip and may vary depending on who is leading the trip - Tim and Joe E. may have thoughts on form
- b. General Outreach - Ian, Emily, Karen
 - i. Specifically targeting other conservation groups to broaden COPARC's audience
 - ii. Joint non-consumptive Use Meeting on March 29th - Ian will attend and report back to SC - with CFO/Audubon/Sierra Club
 - iii. Salamander Saturday - Karen
 - 1. May 7th - considering educational vs. fundraising
 - 2. needs volunteers - considering booth at Bass Pro Shop or REI to provide education to sportsmen (hunters/fisherman) about spread of amphibian/reptile pathogens, share her salamanders, etc.

6. Other Items

- a. 2017 Annual Meeting - joint meeting with SWPARC and possibly others
 - i. Ian is involved in planning this; also Tina Jackson and Clint Hickey (?sp)

- ii. Volunteers needed to help plan
 - b. COPARC Socials
 - i. Need to do one soon
 - ii. Usually non-activity related and just food/drink and socializing
 - iii. Tim, Brent, Karen, Andrew, Melissa/Hunter will be on planning committee
 - iv. Consider doing before or after a herping activity or doing in a park, etc. as alternative
 - c. Melissa will send out survey on Survey Monkey to get suggestions for future dates/times and agenda ideas
7. Future agenda ideas:
- a. Junior members to SC and youth outreach/education (Melissa)
 - b. Community outreach to sportsmen for disease prevention (fishing, hunting, etc.) (Karen)
 - c. Future education ideas (Kaye)
 - d. Shirt sales - explore sponsorship, cheaper production costs, alternative colors/designs (Brent, Danny, Karen will work on this)

Adjourned 8:10 pm