



**2012
WAFWA-AOW and CBMA
Joint Workshop**

FINAL REPORT



Hosted by the
Wyoming Game and Fish Department
and
South Dakota Game, Fish & Parks



2012 WAFWA-AOW and CBMA Joint Workshop FINAL REPORT

Executive Summary

The 2012 Western Association of Fish and Wildlife Agencies—Administrative Officers Workshop and Conservation Business Managers Association (WAFWA-AOW/CBMA) Joint Workshop was held on September 30 – October 3, 2012, at the Holiday Inn in Cody, Wyoming. There were 99 attendees from the following states:

Alaska	New Mexico
Arkansas	Nevada
Arizona	Oklahoma
Colorado	Pennsylvania
Idaho	South Dakota
Kansas	Tennessee
Missouri	Utah
Montana	Washington
North Dakota	Wisconsin
Nebraska	Wyoming

We also had three vendors, four guests and Steve Barton, Chief, Division of Administration and Information Management, Wildlife and Sport Fish Restoration Program, U.S. Fish and Wildlife Service attend the meeting.

The meeting was opened on Monday morning with a speech by Scott Talbott, Director of the Wyoming Game and Fish Department and a video presentation about the Department was shown. Concluding the opening session, members had an opportunity to chose between three training sessions offered which included: Leadership Development by Bob Slade, President, RB Slade Associates, LLC; Marketing to Youth by Eric Keszler, Public Information Officer, Wyoming Game and Fish Department; or, Maximizing License Revenues by Rob Southwick, Southwick Associates, Inc.

Monday afternoon, Tuesday and Wednesday morning were reserved for panel breakout sessions: Accounting and Auditing, Administration and Budgeting, Human Resources, Information Technology, Licensing and Procurement.

Each state was asked to prepare summary information including license sales information, budgets, funding sources, research projects and legislative updates. CD's were provided to all the participating states.

The business meeting was held on Wednesday morning and the conference was closed upon panel adjournment and panel reports to the members.

2012 WAFWA-AOW and CBMA Joint Workshop FINAL REPORT

WAFWA-AOW 2012 Budget/Financial Status

Revenue

Beginning Cash Balance	\$27,190.54
Registration Fees	\$24,750.00
Guest Fees	\$800.00
Trade Shows	\$2,250.00
Donations	\$1,399.11
Total Revenues	\$29,199.11

Expenses

Food/Meeting Rooms/AV/Conference	\$8,598.90
Field Trip (includes sack lunches)	\$3,403.94
Banquet	\$7,994.21
Trolley	\$385.00
Dinner and drinks	\$5,683.94
Admission tickets	\$1,800.00
Door Prizes (2)	\$104.85
Supplies	\$20.42
Business Operations	\$1,812.09
Speakers	\$2,000.00
Hospitality	\$1,675.64
Total Expenses	\$25,484.78
Ending Cash/Checkbook	\$30,904.87

Recent and future host states

Year	Host Group	Host State	Co-host State
2007	CBMA	Arkansas	Washington
2008	WAFWA	Idaho	Wisconsin
2009	WAFWA	Utah	Kansas
2010	CBMA	Missouri	Nevada
2011	WAFWA	Arizona	Illinois
2012	WAFWA	Wyoming	South Dakota
2013	CBMA	Wisconsin	Montana
2014	WAFWA	Alaska	Nebraska
2015	WAFWA	New Mexico	Minnesota (Oklahoma as backup)
2016	CBMA	Pennsylvania	Utah
2017	WAFWA	Washington	Missouri
2018	WAFWA	Nevada	Arkansas
2019	CBMA	Oklahoma	Arizona

2012 WAFWA-AOW and CBMA Joint Workshop FINAL REPORT

Business Meeting Notes
October 3, 2012, 7:00 a.m.

Attendees; Lizette Morgan AZ, Patrick Cates NV, Amy Copeland WY, Meredith Wood WY, David Giglio WA, Melinda Sturgess-Steich OK, Karen Beard KS, Cristine O'Sullivan AK, Paul Mahon PA, Richard Reynders WY, Barney Benkelman MT, Kim Molesworth ND, Paul Sihler MT, Chris Petersen SD, Carter Campbell MO, Patrick Cole NE, Michael Pearson ID, Tim Sell WI, Patrick Block NM and Gregory Sheehan UT

Discussion Topics:

- What items need to be conveyed to WAFWA
 - Sequestration (needs to be more clearly explained and the impacts to states needs to be better identified)
- What items need to be included in the final report;
 - Minutes from all panel meetings
 - Financial Status
 - A list of all participants
 - A list of next year's panel chair and co-chair volunteers
- Who will present the final report at WAFWA
 - Pat Cole, NE
- Discussion regarding the importance of the conference and the value of collaboration and shared knowledge. It was requested that each state emphasize that importance to their agency administration to assist in continued and growing attendance.
- Discussion regarding next year's (2013) conference in Wisconsin
 - Wisconsin is a CBMA state and therefore, signature authority of the WAFWA checking account will not be transferred. A seed check will be provide by Wyoming and the WAFWA checkbook will be sent directly to Alaska for their use in 2014.
- The 2014 conference will be held in Alaska and due to the high travel costs that will be required, it was proposed that a grant be established to absorb some of the impact to state budgets and incentivize participation.
- The list of future state hosts and co-hosts was updated as follows;
 - 2013 Host – Wisconsin Co-host – Montana
 - 2014 Host - Alaska Co-host – Nebraska
 - 2015 Host – New Mexico Co-host – Minnesota (OK will be backup)
 - 2016 Host – Pennsylvania Co-host – Utah
 - 2017 Host – Washington Co-host – Missouri
 - 2018 Host – Nevada Co-host – Arkansas
 - 2019 Host – Oklahoma Co-host – Arizona
- The format of the state reports will be modified pending additional coordination from a group of volunteers based on historic needs and usage of the document. The team will be comprised of; Greg Shehan from UT, Patrick Block from NM, Lizette Morgan from AZ and Patrick Cole from NE.
 - Some items that were discussed for review, addition or modification include;

2012 WAFWA-AOW and CBMA Joint Workshop FINAL REPORT

- Financial information be changed from the immediate fiscal year that has passed to the one prior, for example, the 2013 conference state report would require FY12 financial information be submitted;
 - Request that states identify and include any pending fee adjustment information;
 - States provide an approximate five-year trend of certification numbers
 - Eliminate the research topic section;
 - States provide an email roster identifying experts per technical area within their agency;
 - States provide the number of FTEs and agency organizational charts;
 - Revise questions to be very specific as to the request being made to alleviate multiple interpretations by states.
- It was also proposed that the report be sent to all 50 states requesting it be completed and returned.