

**Western Association of Fish and Wildlife Agencies –  
Administrative Officers Workshop (WAFWA-AOW)**

and

**Conservation Business Managers Association (CBMA) Joint  
Workshop**

**held October 2 – 5, 2011  
in Sedona, Arizona**

**Executive Summary**

The 2011 WAFWA-AOW/CBMA Joint Workshop was held on Oct. 2 – 5, 2011, at the Hilton Sedona Resort and Spa in Sedona, Arizona. There were 114 attendees from the following states:

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

The meeting was opened on Monday morning with a speech by Larry Voyles, Director of the Arizona Game and Fish Department and a video presentation about the Department was shown.

The format was changed this year from the traditional keynote speech and group exercise to two morning training sessions, which offered attendees a variety of subjects from which to choose: Employment Law or Medical Confidentiality by Dennis Carpenter of the Arizona Attorney General's Office, Program Income or Equipment Assets by Scott Knight of the US Fish and Wildlife Service, Geospatial Data Basics by Julie Mikolajczyk of the Arizona Game and Fish Department, 3% Tax Withhold or Fringe Benefits by Wayne Woods of the Internal Revenue Service, Social Media Strategies for State Agencies by Joe Jacobs of Arkansas State Parks, Leveraging Social Media to Grow Participation by Justin Ramers of

Active Network and a TASER Demonstration by Jon Hanna. The modified format was very well received and added significant value to the conference.

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. CDs were provided to all the participating states.

The business meeting was held Wednesday morning and the conference was closed upon panel adjournment.

**WAFWA -AOW 2011  
Budget/Financial Status**

**Revenue**

Beginning Cash Balance	\$14,262.25
Returned from Missouri	\$6,400.00
Registration Fees	\$28,353.60
Remaining from CA Subcommittee	\$2,683.85
Trade Show/Donations	<u>\$5,125.00</u>
<b>Total Revenues</b>	\$56,824.70

**Expenses**

Food/Meeting Rooms/AV/Conf	\$(26,156.98)
Business Operations	\$(1,729.99)
Speakers	\$(148.46)
Hospitality	<u>\$(1,598.73)</u>
<b>Total Expenses</b>	\$(29,634.16)
Ending Cash/Checkbook	
Balance to Wyoming	\$27,190.54