

**Minutes  
Vertebrate Pest Council  
DoubleTree by Hilton Sonoma Wine Country  
Rohnert Park, CA**

**February 28, 2018 6:00 PM**

Attendees:

In Person: Roger Baldwin, John Eisemann, Greg Hacker, Stella McMillin, Robert Timm, John O'Brien, Niamh Quinn, Dirk Van Vuren, Brian Finlayson, Ashley Freeman, Paul Gorenzel, Ed Duarte, Paula Rivadeneira, Rex Baker, Terry Salmon

**1) Call to Order**

The meeting was called to order by J. Eisemann at 6:06 PM.

**2) Approval of Minutes**

Minutes from December 12, 2017 were approved by unanimous vote.  
(R. Timm moved, R. Baldwin seconded)

**3) Business Manager Report (J. Eisemann).**

- a. VPC bank accounts have a current balance of approximately \$15,000. We are anticipating conference will be profitable. Any receipts should be mailed to C. Crabb and copied to J. Eisemann.
- b. Charlie notified the Executive Board prior to this meeting that as of today he will no longer be the Business Manager or Arrangements Committee Chair. However, he will finish his role as Business Manager for expenses related to the current conference. A. Freeman, G. Hacker and J. Eisemann are taking over arrangements for the current conference. We are looking for a replacement for Business Manager to pay bills, taxes, etc. The Business Manager position is compensated.

**4) Current Conference**

- a) Lifetime Achievement Awards (J. Eisemann): Two awards will be presented right after keynote address; recipients are Rex Marsh and Robert Timm. Rex Marsh's son will receive award for his father. Ceremony will be video-recorded and Terry will bring it to Howdy.
- b) NWCOA (J. Eisemann): NWCOA has advertised the current conference for us. Eisemann will continue to publicize their conference by announcing it in the opening remarks. Their conference begins in this hotel Friday, the day after the VPC ends.
- c) Session chairs: Biographies for speakers will be left at PAPA desk. A. Freeman will give laptops to session chairs with presentations loaded. Session chairs should assign someone to run lights.
- d) Arrangements (J. Eisemann): There will be 15 minute breaks. Coffee will be set up before break and left until it is gone. There will be two coffee stations and refreshments.
- e) Socials: There will be light food tomorrow and a cash bar set up in a foyer outside the conference room at 5:30 pm. Wednesday at 6:00 pm will be heavier fare and a cash bar.

- f) Commercial displays (A. Freeman): Eight vendors are registered with tables all in foyer.
  - g) Posters (P. Rivadeneira) : Posters will be set up tomorrow and be interspersed with vendors to encourage more attended interaction with presenters and vendors.
  - h) Sponsors (A. Freeman): 3 gold (Burrow Rx, Xcluder, and Liphatech), 2 silver (Motomco, IGI)
  - i) Registration (R. Timm): PAPA is handling. The Council has generally been pleased with the service provided by PAPA for this Conference.
  - j) Logistics: Lifetime achievement plaque needs to go up on an easel near registration desk. D. Orthmeyer purchased and brought 20 easels. D. Orthmeyer can store them after conference. R. Baldwin is taking computers, electronics and plaque after the conference for storage.
  - k) Student scholarships (P. Rivadeneira): We have 11 students registered. We will get a picture of the group all together. Students will receive their travel funds once they upload to e-scholarship.
  - l) Field trips (R. Baldwin): 65 were paid. 2 or 3 no-shows. Initial feedback from the field trip was very positive. Field trip is anticipated to at least break even.
  - m) Continuing education (E. Duarte): 35 hours other, 1 hour law, 9 hours health. People sign in for 1 session per day.
  - n) Proceedings (R. Timm): Associate Editor's meeting is scheduled for Tuesday at 5:15 in Room 150. Denise Woods, the new Proceedings Managing Editor, will be there. Bob will be the liaison between Denise Woods and the council. Instructions for manuscript submission will hopefully be uploaded by March 20<sup>th</sup>. We have proposed a short turn around period for reviewers of about 3-4 wks. Goal: Proceedings out in 6-8 months. All published papers will be provided via open access on the eScholarship UC website, with a print-on-demand option of the entire volume available for purchase by a vendor to be selected later. Bob Timm is working on the process of uploading papers from all previous Proceedings to the eScholarship site. NWRC has scanned all papers from previous Proceedings and is making them available for this purpose.
  - o) Conference Chairs (J. Eisemann): Every Committee Chair should update the committee guidelines on the VPC website. J. Eisemann has drafted lifetime achievement award guidelines.
- 5) Future Needs (J. Eisemann) –
- A. VPC needs a Business Manager and Arrangement Committee Chair. Both A. Freeman and G. Hacker have expressed interest in the Arrangement Chair position. Unsure what we will do about the Business Manager Chair.
  - B. Next conference: We need to set clear instructions for poster presenters for the next conference. A size of 4'x3' seems to be standard for other conferences. P. Rivadeneira will update poster guidelines
  - C. Registration page: The Conference Registration page needs to be modified to allow a potential sponsor to select (drop down box) a sponsorship level. There also needs to be a place to enter affiliations of co-authors in the abstract submission form.
- 6) Next Meeting: Middle of May in Sacramento.
- 7) Meeting adjourned 7:12 pm.