



## Washington Hunter Education Instructor's Association (WHEIA)

### **Meeting Minutes**

July 28th, 2019

Mill Creek, WA.

11:00am-1:00pm

**11:17am – Call meeting to Order.**

**Pledge of Allegiance.**

**In Attendance:**

4 Board Members, 1 Regional Coordinator, 1 Guest

**President's report:** Thomas Bryson

**Membership Reports:** Lyle & Alice Lewis. (None Provided)

Xxx Annual Members, xxx Life Members = xxx Members

**Treasurer's Report of Finances.** Sorine Price

Review of current account balances

Accepted  X  Revised \_\_\_\_\_ ( Accepted June and July reports)

**Secretary's Report:** Kelly Kussman

Review of previous meeting (6/2) minutes.

Accepted  X  Revised \_\_\_\_\_

**WDFW Representative Report:** Steve Dazey attended in place of Aaron Garcia

Provide WDFW updates on:

- Budget
- Laser Shot MOU

**Committee Reports:** (No Active Committees)

**Old Business:**

- a) WHEIA documentation
  - Officers still working through document edits and collating
  
- b) Website
  - No updates
  
- c) Social Media
  - Brief discussion about proceeding to request admin rights
  
- d) Logo
  - Status update, refreshed design incorrect awaiting a redesigned logo for approval
  
- e) Insurance
  - No update on research
  - Suggestion to contact: First Hunt organization
  
- f) Bylaws, policies, and procedures documents
  - Discussion about membership coordination processes
  - Discussion about emails vs. mailings
    - Add a contact preference to the membership application (KK) send to WDFW
    - Contact WDFW and compare email listings
  - Thomas and Kelly to combine the Policies and Procedures and the bylaws into a single cohesive document.
    - Remove internal conflicts about auditing and reviews
    - Thomas has been working on combination document
    - Officers will review this document and provide suggestions at future board meeting.
  
- g) IST Attendance
  - Feedback from events

## **New Business:**

### Terry Hoffer Award

- Motion to approve awarding of annual Terry Hoffer award funds to Bob Palmer  
Motion (SP) 2<sup>nd</sup> (KK)

### Grants and financial records

- Future grant applications on hold as documentation rebuilding continues
- Discussions about grant processing, ordering, and payments

### WHEIA Assets inventory

- Initial inventory list printed and will finalize with additional air rifles brought to meeting today
- Research asset tracking decals to rapidly ID assets owned

### Lead pellets

- Motion needed to surplus lead ammunition and research non-toxic alternatives for air rifles

Motion (JP) 2<sup>nd</sup> (TB) Passed

### Bow Hunter Association (BHA)

- Discussion about bowhunters association, events, fees, processing and documenting of fees collected.
- BHA needs to be separated from WHEIA.
- Motion to reconcile, BHA account, outstanding invoices, close out and return funds to BHA. They can research coming back as certified instructors and become WHEIA members and potentially become a sub-committee of WHEIA.

Motion (TP) 2<sup>nd</sup> (JP)

Thomas to contact BHA and inform them.

### Bandana sales

- Future orders on hold
- Need to develop process and procedure for sales and documentation

Future

## Laser Shot MOU

- Need to develop a MOU (Memorandum of Understanding) about WDFW use and care of laser shot system (Thomas & Bob to develop MOU)
- Look into second dedicated trailer for laser shot system

## Officer reimbursements

- SP and KK expenditures  
Motion to approve recent expenditure reimbursements  
Motion (JP) 2<sup>nd</sup> (TP)

## Banking change/options

- My look at different bank system in future to provide addition options and features  
Square reader or similar technology

## Officer Election

- Announce upcoming election date 2/2020 at next couple of meetings and website

## Website

- Auto renewal setup? \$30.00 annual.

## Next meetings

- 9/22 Eastside General
- 10/20 Westside General
- 2/2020 Eastside General
- 5/2020 Westside General
- 6/20 Westside General 20 Eastside Board

## **Parking Lot:**

Newsletter, adding a grant fund for WHEIA instructors, Legacy planning, Social Outing, earch for 12ga barrels to be machined as training aids, add scarves purchase info to website

Meeting Adjournment 12:45