

**Raptor Research Foundation  
And Hawk Migration Association of North America  
Joint Conference  
*Kettling on the Kittatinny*  
Fogelsville, Pennsylvania  
12-16 September 2007**

**Conference Report**

**Prepared by:** Laurie J. Goodrich, Conference Chair  
(with contributions from D. Varland, J. Bednarz, S. Wolfe)

**Host:** Hawk Mountain Sanctuary Association, Kempton, Pennsylvania

**Location:** Holiday Inn Conference Center, Fogelsville, Pennsylvania  
(contact: Gina Martens)

**Number Attendees:**

Total = 238  
Both RRF & HMANA members = 22  
RRF members = 89  
HMANA members = 40  
HMS members or others = 87

**Meeting Planning Organization:** Summit Meetings, Inc., Denver, CO  
(contact: Debbie Cowan)

**Local Committee Organizational Support**

Hawk Mountain Sanctuary Association  
Lehigh Gap Nature Center  
Lehigh Valley Audubon Society  
Birding Club of Delaware County  
Muhlenberg College  
Hawk Migration Association of North America (eastern PA sites)  
Audubon Pennsylvania  
Pennsylvania Society for Ornithology

**Local Committee**

Laurie Goodrich, Chair  
Dan Varland, RRF Conference Chair  
Keith Bildstein, HMS

***Hawk Mountain Staff:***

Sue Wolfe, David Barber, Mary Linkevich, Tammy Jandrasitz, Annie Trexler,  
Jeremy Scheivert, Denise Peters, Emily Brodsky, Todd Bauman, Ryan Marino,  
Celeste Voyer, Lee Schisler

*Other Volunteers:*

Dotty Brett	Arlene Koch	Peter Saenger
Fritz Brock	Dan Kunkle	Kim Van Fleet
Barb Dutton	Tom Kerr	Drew Weber
Kathi Dzuryachko	Dan Klem, Jr.	Joan Ziegler
Greg George	Jim Lockyer	Linda Ziegler
Dave Hughes	Holly Merker	Dave Dereamus
Carolyn Hoffman	Janet Modeska	
Todd Katzner	Jim Morris	

**Scientific Program Committee**

Jim Bednarz, Chair  
 Travis Booms  
 Jeremy D. Brown  
 Libby Mojica

**Special Presentations**

Keynote Address: by Pat and Clay Sutton, *Raptors in Time and Space* (Thursday am)

Rosalie Edge Lecture in Raptor Conservation: by Ian Newton, *A Long-term Study of the European Sparrowhawk (Accipiter nisus)* (Saturday pm)

**Special Symposiums**

*State of North America's Birds of Prey* (Saturday), convened by Keith L. Bildstein

*Are American Kestrels (Falco sparverius) in Decline?* (Thursday), convened by David M. Bird

**Sponsors and Vendors**

Sponsors and vendors were recruited using a special form and appeal letter produced by HMS staff and circulated to selected corporate donors or possible contributors in the region as well as binocular companies, publishers, gift vendors, etc. A mailing was followed up with phone calls from HMS staff. Levels of sponsorship included: \$2000, \$1000, \$750, \$500, and \$250. Vendor levels began at \$75 for a non-profit table in the unlocked hall to \$175 per table for 8 foot table with signage in locked room.

Sponsors were offered incentives to donate money including free registration for one person at higher levels of sponsorship (\$500 and up), special signage at the conference, a vendor table space (\$500 and up), and advertisement space in the program booklet proportional to the donation. These incentives seemed attractive to the donors and assisted in our appeal. Other incentives may be needed to induce a \$2000 donation as none were obtained.

Vendor price was set fairly low to entice participation (\$175 per 8 foot booth-table). The cost to us of all vendors was approximately \$250 per day for room, tables, electric, etc. and \$20 per vendor for signage. Total minimum cost per in-room vendor was \$85 and non-profit vendor was \$50. Sponsors of \$500 or more were offered free vendor space. Vendors were asked to register if they were intending to participate in receptions and coffee breaks, however few did follow through on this request. All vendor spaces were filled in the vendor room once we included the free space for RRF, HMANA and HMS.

A total of 14 sponsors and 9 vendors were recruited (one vendor canceled the day before the meeting). The largest sponsors (\$1000) were Pennsylvania Game Commission, Woodstream Inc., Pennsylvania Power and Light Co., and Kutztown Publishing, Inc. (inkind). Muhlenberg College also gave in-kind contribution of space rental for Friday reception valued at \$750. Other contributors and vendors are listed in Appendix A.

Most sponsor and vendor checks were received and deposited at Hawk Mountain and an excel spreadsheet of contact information conveyed to Summit Meetings for their overall database. Some invited corporations and past supporters did not participate due to competing conventions and meetings during September and October. Limited travel funds and time was an explanation for why none of the optics and few research equipment companies attended. Competing venues included The Wildlife Society meetings and a few large bird festivals during fall months.

Donations of soda, water, beer and wine were solicited closer to conference date by the HMS staff. Successful donations of beer were secured with help from a HMS board member (Weyerbacher Brewery) and Allen Fish of Golden Gate (Menodocino Brewery), water bottles were donated by Nestle with connections from HMS staff. No wineries showed any interest despite considerable effort from HMS staff to contact local and national vendors.

Other donations were received from Fred Gehlbach, Wildlands Conservancy, Robert Bateman, and many RRF, HMANA, and HMS members or supporters who contributed to the silent auction (66 donations received from 40 plus donors).

### **Publicity and Outreach**

Announcements of the conference were published in the OSNA newsletter, Wingspan (RRF), the Journal of Hawk Migration Studies (HMANA journal), the Hawk Mountain News, Bird Watcher's Digest, The Wildlifer, the Pennsylvania Environmental Education group newsletter, and the Hawk Mt. volunteer newsletter. HMS staff designed a one page flyer that was printed and distributed to Pennsylvania universities, local ornithologists, and taken to meetings of other societies for distribution, including the Northeast HawkWatch, a Partners in Flight regional meeting, and an Association of Field Ornithologists meeting. Announcements were also placed on the Hawk Mountain, RRF, and HMANA websites. An email announcement went out to PABIRDS, NJBirds, MassBirds, BIRDHAWK, and other similar listservs. A flyer was posted at the Hawk

Mountain Visitor Center and sent to Cape May Bird Observatory and nearby nature centers.

Meeting registration circulars were mailed to the mailing list of state, federal, and regional wildlife biologists for the northeast and midatlantic states (obtained from Pennsylvania biologists) and wildlife rehabilitators for region, as well as RRF and HMANA membership. Circulars were available to Hawk Mountain volunteers, board, staff, and visitors to the Hawk Mountain Visitor Center.

A conference webpage was set up on the Hawk Mountain web site by late January 2007 and updated periodically with new information including registration and room reservation links, the schedule of events, and later on the schedule of talks. The webpage was linked through RRF and HMANA websites.

### **Registration**

Registration fees were set based on a preliminary budget prepared by L. Goodrich in consultation with D. Varland and K. Bildstein. Known costs included the hotel, Summit Meetings, printing costs, mailing, etc. Based on past meeting attendance, the registration cost per person was set based in part on the cost of past RRF meetings, expenses anticipated, and on an assumed 300 registrants with up to 40 student or one-day registrants. We also anticipated approximately \$10,000 in sponsor or vendor income (LJG estimate based on prior meeting's income for both HMANA and RRF).

Registration rate was set as low as possible to try to encourage participation. The one-day fees for Thursday and Saturday were included to encourage HMANA and HMS member participation. Any paid registration fee included admission to all scientific sessions, a copy of the proceedings for the Saturday symposium, all coffee breaks, receptions, conference program book, and the conference gift—a tote bag.

Registration fees were waived for any volunteer who contributed over 10 hours of time and who wished to attend the meeting. Other complimentary registrations are noted in the Appendices but included keynote speakers, RRF life members, and higher level sponsors. Other volunteers donating time could attend activities at no charge on the day they worked if they wished. The only complimentary registrant receiving the proceedings will be conference sponsors of \$500 or greater and the keynote speakers.

Summit Meetings, Inc. was hired by RRF and HMANA to handle registration and a few other meeting responsibilities. Summit Meetings set up the online registration and received all registration forms and payments directly through online or mailed in forms. They also sent out receipts to each registrant and kept a database of what each person signed up for including field trips, dinners, etc. This database was periodically emailed to the Conference chairs. The online registration went live on March 29, 2007. Summit also created subset lists for each activity for use by conference committee during the conference, and created name badges for all pre-registered individuals, vendors and sponsors.

Registration income from walk-in registrants was mailed to Summit at the close of the meeting for processing. Other income taken in at the conference, i.e. from the art show, silent auction, and from donations, was conveyed to Summit for overall accounting purposes as well. Special receipts were given by Hawk Mountain to a few individuals (such as government employees) needing special letters to gain reimbursement.

The September date of the meeting was selected to allow meeting attendees to visit Pennsylvania during the height of Broad-winged Hawk and songbird migration and to avoid Hawk Mountain's busiest season, October. The number of registrants was lower than we expected, based on past meetings of the two groups and the central location of the conference in the eastern United States. The lower registration may have been due to the timing of the conference during Broad-winged Hawk migration (HMANA members were more reluctant to leave their sites than we anticipated), the nearness of the date to The Wildlife Society meeting (some RRF members noted this as a travel issue), and the overlap with a major Jewish holiday (noted by one person). We expect a greater number of Saturday registrations may have occurred if the weather had not been ideal for migration on that day.

Of the 238 registrants, 26% were HMANA members, 47% were RRF members, 36% were HMS members or regional biologists, local birders, etc. Some overlap of RRF and HMANA membership was noted, 9.2%. Of the registrants, 214 were full registrants, 24 were registered for one day, and 32 were students. Only 31% of registrants took advantage of the early registration and 31% registered during the 'late' sign-up period (after August 15), making assessment of attendance numbers (and income) during the month before the conference especially challenging.

Of the registrants, 138 registered online (58%), and all others registered by mail or fax or walk-in at the meeting. Only four people cancelled or could not attend the meeting, partial refunds were given according to policy stated in the meeting circular. Guest fees were charged for Wednesday and Thursday night receptions at \$15 per reception, with 10 guests attending.

*Registration Circular:*

The registration circular was written by the L. Goodrich with review by HMS staff and D. Varland (as well as Summit Meetings). The layout of the pamphlet was done by a HMS volunteer. Printing costs for pamphlet were \$1221.48 for 2000 copies. The booklet was mailed during April 2007 with most sent by bulk mail excluding international members. The circular also was sent to of state, federal, and regional wildlife biologists for the northeast and mid-atlantic states, wildlife rehabilitators for region, as well as the RRF and HMANA membership. The mailing costs were higher than anticipated with \$568 for mailing label creation and list integration for bulk mail, \$226.95 for bulk mail cost (US members only), and \$413.17 cost for international direct mail (primarily RRF members). HMS volunteers prepared the bulk mailings from pre-sorted labels and affixed postage stamps for the international mailing. Bulk mailed circulars took considerable time (4-5 weeks) to reach some regions of the country, particularly Alaska and northwestern states.

**RRF-HMANA Conference Registration - September 2007****Numbers of Registrants**

	<b>Before 7/15</b>	<b>Before 8/15</b>	<b>After 8/15</b>	
	<b>Early</b>	<b>Regular</b>	<b>Late</b>	<b>Total</b>
<b>Full</b>	74	81	59	214*
<b>Thursday</b>	0	7	6	13
<b>Saturday</b>	0	3	8	11
<b>Total</b>	<b>74</b>	<b>91</b>	<b>73</b>	<b>238</b>

\*includes 32 students

**Cost of Registration**

	<b>Early</b>	<b>Regular</b>	<b>Late</b>
<b>Full</b>	\$145	\$160	\$175
<b>Non member Full*</b>	\$170	\$185	\$200
<b>Student</b>	\$95	\$95	\$100
<b>Thursday</b>	\$85	\$95	\$100
<b>Saturday</b>	\$85	\$95	\$100

\* The price of non-member registration was set to encourage membership

**Social Events**

**Ice-breaker Reception** The opening night of the conference, Wednesday 12 September, began with an open-bar reception from 6:00 to 9:00 pm in the hotel foyer outside the main vendor room. A menu of hot and cold food items was available. It was designed to try to expose vendors to the conference attendees, to allow general socializing, and to allow registrants to pick up registration packets as registration was open during the reception. However, few attendees wandered into the vendor room during the evening. The following night, food tables were placed in the vendor room to promote circulation. In future meetings, we recommend some food or a bar be placed in the vendor room to promote better circulation to vendors.

**Poster Session and Reception** The poster session was held Thursday 13 September from 7:00 to 9:30 pm in the room adjoining the vendor room. A later start time was selected to allow people to have dinner before they came to the reception. Poster set-up was scheduled from 4:15 to 6:00 pm. Posters were set up on rented easels with purchased foam board (recommended by J. Bednarz) for total cost of \$486. Easels were also used for the art show as well. The silent auction was available for bidding and review during the Poster Reception and was located in the same room as the posters. The divider between the vendor and poster rooms was partly opened to encourage visitation to vendor tables. The open bar was located in the foyer, however some tables were put in the vendor room. The open divider and tables did improve circulation to the vendors.

**Friday Night Reception and Art Show** The reception was priced at \$30 per person for food and bus transportation. The Muhlenberg College Department of Biology, Peter

Saenger, and Daniel Klem, Jr. helped organize the Friday night program of events and Muhlenberg donated the use of the Science Center and Student Union building for our event. We rented buses from Bieber Bus lines to transport people from the hotel to the college at \$750 per bus. Because the bus rental occurred on the same day as the Hawk Mountain field trip the rental cost was shared by the two activities. Buses began leaving for the reception at 645 pm from the hotel, with staggered departures until 715 pm.

A Buffet dinner was served in a great room on the first floor of the student center, with donated beer from Weyerbacher Brewery of Easton, Pennsylvania. Food was prepared by the college catering service with total cost of food and service of \$2,842, and a wine cost of approximately \$200. A total of 125 paid attendees and 10 volunteers attended. The total income for the Friday event, excluding the art show, was \$3,750. Thus, the event nearly broke even with cost of buses, food and wine, totaling \$3792.

Part of the Friday Reception involved tours of the new Science Center and the Raptor Art Show. The Science Center, located adjacent to the Student Center, is a green-certified building and tours were offered by college students. The Art Show was on display in the halls of the Center and people were encouraged to wander through the building and art work. On the second floor of the Science Center, special fritted glass designed to discourage bird strikes was on display in a hallway (designed by Dr. Klem). At the top of the Science Center, the new ornithology lab, the Acopian Lab of Ornithology, and the Maurice Broun library was open for tours. Both the art show and lab seemed popular with the conference participants, although some seemed to want more time to peruse the specimens, Broun journals, and art work. Many people lingered over dinner in the student center and may have missed the art show altogether. Bus departures began at 830 pm with the last bus at leaving at 945 pm for the hotel.

The Art Show was organized by HMS volunteer and wildlife artist David Hughes. He solicited artists from the ones who participate in Pennsylvania art shows typically and from a few New Jersey artists. An announcement in the conference circular and on the webpage also recruited a few more widely dispersed participants. Because artists were mostly committed to other events during September, only two to three pieces per artist could be shipped to Hawk Mountain for display or sale during the show. David Hughes also successfully recruited a donation of a print (a red-tailed hawk) from Robert Bateman to benefit the meeting. Only two artists chose to be present during the show.

The Art Show art work was displayed through the three floors of the Science Center adjacent to the Student Center. Payment for any work sold during the meeting was paid in total to the conference by check or credit card with 10% of any sales going to meeting and 90% going to the artist. Easels used for artwork display were from rented easels used for poster session and from Hawk Mountain own collection. The total profit from the art show was \$433.50. Art work that did not sell was shipped back to the artists by HMS.

Saturday Banquet We held the annual banquet on Saturday 15 September in the ballroom of the hotel. Food served included prime rib, salmon with dill sauce, and a vegetarian selection. A cocktail hour and cash bar was open from 615 to 715 pm with

complimentary beer donated from Mendocino Brewery, California, including Red Tail Ale and other hawk-named brews. The silent auction was open for bidding through the cocktail hour. The banquet began at 7:15 pm with the silent auction ending concurrently. A total of 154 paid registrants attended the banquet with five complimentary dinner tickets provided to volunteers working the auction. The price of the banquet was \$38 per person which included dinner, wine, an unanticipated 2\$ per person corkage fee (for wine service), and an overall service charge of 22%. The cost per person of all banquet costs exceeded income by approximately \$4.80 per person. Total income for the banquet was \$5,852 and total cost was \$6,599.38. Overall, conference attendees seemed pleased with the banquet.

Hawk Mountain awarded Ian Newton its first Sarkis Acopian Conservation Award during the awards ceremony held after dinner. RRF then presented its awards, followed by HMANA special awards.

### **Field Trips**

Field trips were organized for pre and post conference days and early morning birding trips were scheduled each morning from 630 am to 800 am. An afternoon field trip to Hawk Mountain was scheduled for Friday when no scientific sessions were held. All field trips required sign-ups and fees paid before hand. One 15 -passenger van was rented for five days (for \$604) and private vehicles or Hawk Mountain vehicles or the hotel van were used for other transport needs. Buses were rented for the Hawk Mountain trip.

Field trips were organized and led principally by local committee members including volunteers from the Lehigh Valley Audubon Society, the Birding Club of Delaware, local hawk watch sites (Bake Oven Knob, Rose Tree Park, Hawk Mountain and Scotts Mountain). The Hawk Mountain trip was organized by HMS staff. Three field trips were canceled due to low sign-ups (the 3-day post-conference trip to Cape May, the one-day pre-conference Broad-winged watch trip and one-day post-conference Mill Grove trip).

Pre-conference one day trips included an all day canoe trip on the Lehigh River, a trip to Bake Oven Knob and the Lehigh Gap Nature Center for hawk-watching and birding, and a trip to Mill Grove (Audubon home) and Rose Tree Park Hawkwatch. Post conference trips included an all day Broad-winged watching trip to Scotts Mountain, . All trips were very successful and participants seemed pleased with the sites chosen and the leaders. The post-conference field trip to spot broadwings sighted over 5,000 hawks in a few hours time for a great finale to the conference.

The Hawk Mountain Friday afternoon trip was attended by 88 participants transported in two 54 passenger rental buses. The participant fee of \$30 included \$15 for box lunch and \$15 for transportation. Entrance fee to Hawk Mountain was complimentary. A HMS staff accompanied each bus to give an introduction to Hawk Mountain prior to arrival. Staff, interns, and volunteers were available at the lookouts to point out birds and a special tour of the Acopian Center for Conservation Learning was provided by Keith L.



Bildstein. Buses returned by 6:15 pm and were reloaded for the Friday reception beginning at 6:45 pm.

### **Board Meetings**

Both RRF and HMANA held a full day board meeting on the Wednesday prior to the conference. Meeting rooms were reserved and refreshments provided for morning and afternoon breaks at each meeting.

### **Silent Auction**

A volunteer committee organized a silent auction as a fundraiser for the conference. Committee chair, Arlene Koch, sent out appeals for donations to many usual Hawk Mountain auction donors and other bird product companies and publishers. RRF and HMANA members were solicited for donations in the meeting circular, on the webpage, and Hawk Mountain also donated a few items it had in storage. A total of 66 donations were received from at least 4 donors. Letters of acknowledgement were mailed to most donors (items valued over \$50) after the meeting by Ms. Koch. A list of donations and donors was printed and put in each registration packet to encourage bids. Bidding was possible on the silent auction from Thursday morning through Saturday cocktail hour, excluding Friday afternoon and evening. Bidding went very well and nearly all items were bid on, including a ceramic eagle (!). Silent Auction income was \$1774.10.

### **T-shirt Sales/ Tote Bags**

HMANA member, Jim Lockyer, created a design for the conference gift tote bag and t-shirt based on the conference theme, *Kettling on the Kittatinny*. To keep the per unit costs of the tote bags lower, t-shirt sales were pursued in small quantities (n=80) so the total unit number surpassed 300 giving us a lower price on tote bags (4\$). We emailed conference registrants and took advance orders for t-shirts before the meeting with payment at the meeting. Other t-shirts were sold at registration desk during the meeting. All but four t-shirts were sold, and those were used as thank you gifts to volunteers working the meeting. We netted approximately \$400 on t-shirts and tote bag costs were covered by registration fees.

### **Scientific Program**

A total of 72 oral papers and 15 poster papers were presented in two consecutive sessions organized into several general sessions and the American Kestrel and State of North America's Bird of Prey symposia. Jim Bednarz, Scientific Program Chair, and his committee, prepared the program and abstracts, communicated with authors, recruited Session Chairs, and conveyed the final program to the conference committee for inclusion in the meeting booklet. Two concurrent sessions ran on Thursday and Saturday. A third concurrent session was held on Friday morning. All but two presentations were prepared in *Powerpoint* format. A preview room was available for

reviewing and loading talks from Wednesday afternoon through Saturday morning. Authors were instructed to load their talks prior to their session on the preview room computer. Most, however, loaded their talks prior to each session.

Four laptops were rented to allow three in use simultaneously with one on standby. Jim Bednarz and Travis Booms supervised session chairs and coordinated loading of talks on laptops prior to each session. Other equipment rented for the program included three digital projectors, one slide projector, three screens, tables, three remotes and microphones, and two podiums with lights. We used 8 foot screens (rather than more expensive 12 foot screens) and placed the screens on tables for better viewing from the back of the rooms. The advantage of rented equipment was that when it did not work the company followed up immediately with replacement equipment as part of the contract. Timers and laser pointers were purchased by the Conference Chair and left with Scientific Program Chair for future RRF meeting use.

Volunteers were recruited by the Conference Chair to man the lights and run the projector in each session. Travis or Jim met with each to review their duties prior to each session. The largest challenge with the program was getting talks loaded prior to the sessions. In future meetings, a more prominent notice to authors to load talks the night before the talk will be helpful.

#### **Program Book**

The program book was put together by a volunteer, Jim Lockyer, a graphic designer and HMANA member. Jim created the t-shirt and tote design which was used for front of book. Raptor art throughout the book was from him as well. The text for the front sections of the book was written by L. Goodrich, edited by D. Varland. Abstracts and program schedule were created by Jim Bednarz and his committee and dropped into layout process from WORD. Printing of the book was donated by Kutztown Publishing, Inc., a long-time printer used by Hawk Mountain, and valued at approximately \$1000 for an in-kind contribution. Only a few extra books remained at the close of the meeting, with two sold for 8\$ a piece.

#### **Sales**

The only items sold were t-shirts (see above).

#### **Financial Summary**

Final income and expense summary is shown on page 12, with more detailed costs for larger line items shown in the Appendices as well as some of the inkind expenses covered through donations. The meeting showed a very slight profit to RRF and HMANA of \$349.09 per organization (p. 12). Lower income than anticipated came in from registration and sponsorships. Hawk Mountain donated many costs including considerable staff and volunteer time.

#### **Overall Summary**

Many positive comments were received from attendees at the meeting and after the meeting. Most vendors and sponsors were also pleased with the exposure and interactions that occurred at the meeting. The meeting location was convenient for travelers and the hotel was very welcoming to the RRF and HMANA groups.

### **Suggestions for Future Conferences**

- 1) Organizers should be sure to add the cost of wine, beer, and service charges to meal costs when pricing banquet or receptions, or consider not providing wine. Also consider 10% buffer on top of estimated costs as prices of meals did go up for us from when first quoted to a year later at the event. Other unanticipated costs included a 2\$ per person service costs for wine and beer.
- 2) I (LJG) would not use a professional meeting organizer for a meeting of this size again unless a cheaper rate could be obtained. I would advocate hiring an accounting assistant or accounting service and an online registration programmer, however, with estimated overhead cost of \$3000 to \$4000 per meeting to assist with managing income, receipts, and financial reports. I thought Summit Meetings, as a for profit company, was over-priced in what they provided us for the hours they put in. In hindsight, I would advocate that Hawk Mountain do some of the work in house and possibly have subcontracted accounting or management of the registration aspect for much less cost (using hourly subcontractor).
- 3) Donations and sponsorships of meetings may be difficult in some geographic locations, particularly in areas with many non-profits such as Pennsylvania. Binocular and scientific equipment vendors appear to be less able to visit meetings than in the past and less interested in smaller meetings given the abundant larger meetings they can attend. Donations from such groups should not be considered likely in the future. One exception is Alpen Binoculars and maybe other less known vendors who would have been with us, except for a schedule conflict.
- 4) Beer donations were much easier to get than wine, and should be cultivated further at future meetings.
- 5) J. Bednarz says we probably could do away with a preview room as most the people did not use it (and we would have saved \$450).
- 6) J. Bednarz recommends renting the largest screens possible to improve presentation visibility. Small screens should always be placed on tables.
- 7) Registration desk should be moved away from activity hub of receptions to allow better communications during the Wednesday evening rush period.
- 8) In hindsight, I would have increased registration cost by \$20 per person to better cover real meeting costs and not rely on sponsor income as much.
- 9) I also was unaware, my fault, of free registration offered to RRF life members, and of the free rooms needed for RRF President (and HMANA Chair in reciprocity), and the need for the annual meeting to budget for food for the board

meetings. Such costs need to be added to future budgets as well (in this case we did receive three free rooms from the hotel and the RRF President's room was covered by his employer so that cost was avoided.)

- 10) Because vendors and sponsors are very important to keeping registration costs down. Special thought needs to be given to encouraging attendees to visit vendor tables. During receptions, some food items or a bar should be placed in the vendor room to promote better circulation to vendors, or consider holding receptions in the vendor area. One drawback can be that drinks can spill on exhibit tables if it is crowded. This happened to one of the nonprofit tables in the hall, so each space and situation for a meeting needs to be evaluated. I would also consider a higher rate for vendors that includes a minimal cost to cover nominal registration costs, negating the need to have them register. In hindsight I would have charged \$250 to \$275 per table and given them registration benefits.
- 11) I would suggest the RRF Board may want to consider changing the policy on benefits to Life members to exclude conference registration fees for incoming Life members. Current Life members would be grandfathered in if it is changed. Future Life members could be offered a discounted registration instead. Most Life memberships in organizations cover the dues and subscription to the publications and do not include free registration for conferences. My assessment is that in the past the real costs of meeting registration (food, rooms, AV) may have been fairly low; however, the costs of such things have risen higher concomitant with a time when external meeting support, at least in some areas, may be difficult to obtain. At this meeting, the early registration cost of \$145 per person was a discounted rate of real cost per person. The real cost of having one person fully registered was closer to \$165 per person. Although we only had three Life members take advantage of this benefit, I can see that it could have been a budget issue if more had life members had attended. I offer this in consideration of keeping conferences affordable to most of the membership.

Comments and questions are welcomed.

Report respectfully submitted on December 21, 2007 by,

*Laurie J. Goodrich*

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**Raptor Research Foundation  
and  
Hawk Migration Association of North  
America  
Joint Meeting in Fogelsville,  
Pennsylvania  
Kettling on the Kittatinny  
12-16 September 2007**

**Income**

RRF & HMANA seed money	\$3,000.00
Vendor & Sponsor Income	\$7,075.00
Registration, & Fees	\$35,582.00
Saturday Banquet	\$ 5,852.00
Friday Reception	\$ 3,750.00
Art Show	\$1,185.00
Silent Auction	\$1,774.10
T-shirt Sales	\$1,050.00
Donated Income	<u>\$793.00</u>
<b>Total Income</b>	<b>\$60,061.10</b>

**Expenses**

Art Show Artist Checks	\$751.50
Audio Visual (TechniCom)	\$1,090.00
Friday Night Reception	\$2,842.00
Holiday Inn (Rooms, Banquet, etc.)	\$31,781.16
Summit Meeting, Inc. (registration, etc)	\$8,437.18
SNABP Proceedings	\$3,015.00
Hawk Mountain Other Meeting Expenses	\$8,446.07 <sup>a</sup>
Repayment of HMANA and RRF	<u>\$3,000.00</u>
<b>Total Expenses</b>	<b>\$59,362.91</b>

<b>Profit</b>	<b>\$658.47</b>
<b>\$349.09 per organization</b>	

<sup>a</sup> Contract between RRF and Summit was not to exceed \$6,600. The cost overrun was due to expenses incurred by Summit that were not anticipated by the organization at the time the contract was signed (\$1,837.18; most of this was the cost of bank charges to run 254 credit cards, and the on line registration set-up cost). DV approved the additional cost to RRF prior to the conference.

**Appendix A.****Vendor - Sponsor List****RRF-HMANA Conference - September 2007****VENDORS**

<u>company</u>	<u>contact name</u>	<u>paid</u>
Senate Engineering Company	Chris Urik	\$175
Buteo Books	Allen Hale	\$350
Ron Austing Photography	Ron Austing	\$175
Gey Band and Tag Company (no show)	William Y. Gey	\$175
Jim Lockyer - Artist	Jim Lockyer	\$175
Paul Gritis Books	Paul Gritis	\$175
"what did you bring me?"	Kathy Wildman	\$175
Rob Palmer Photography	Rob Palmer	\$175
Kittatinny Corridor Conservation Project- (PA-DEP)	Paul Zeph	\$175
<b>Total Vendor Fees</b>		<b>\$1,750</b>

**SPONSORS**

NetShops, Nebraska	Jason Mulek	\$250	
Pennsylvania Game Commission (Bureau of Wildlife Management)	Dan Brauning	\$1,000	
Pennsylvania Power and Light (PP&L)	Jeff Luzenski	\$1,000	
North Star Science and Technology, LLC	Blake Henke	\$500	
Muhlenberg College	Daniel Klem, Jr.	\$750	inkind
Woodstream Inc.	Kelly Howard	\$1,000	
Lehigh Valley Audubon Society	Fritz Brock	\$500	
Kutztown Publishing	Rob Gottlund	\$1,000	Inkind
Ontelaunee Energy Company		\$250	
Birding Club of Delaware County	Susan D'Amico	\$250	
Cornell University Press	David Mitchell	\$250	
Golden Gate Raptor Observatory	Allen Fish	\$250	
	Mike Gentile, Sales Manager	\$250	Inkind
Mendocino Brewery	Barbara Lampe, Vice-President	\$250	inkind
Weyerbacher Brewing Company		\$250	inkind
		<b>\$7,500</b>	

**NONPROFIT VENDOR**

Holiday Beach Hawk Migration Association	Bob Pettit	\$75
Hawk Mountain Sanctuary	M.T. Grob	\$0
Raptor Research Foundation	Ted Swem	\$0
Hawk Migration Association of North America	Ernesto Ruelas I.	\$0
		<b>\$75</b>

<b>Total Vendor and Sponsor Contributions</b>	<b>\$9,325</b>
Total Cash Income (minus \$2,250 inkind )	<b>\$7,075</b>

*Other donors included Fred Gehlbach and Wildlands Conservancy (inkind), and many silent auction donors.*

**Appendix B. Detailed Report on Expenses****Hawk Mountain Cost Summary**

Meeting circular & advertising	\$1,349.83
Mailing	\$921.61
Silent Auction expenses	\$78.49
Art Show	\$86.31
Poster Session Supplies	\$486.60
Field Trip-Reception Bus Rental	\$1,450.00
Field Trip Van Rental	\$604.54
T-shirts and totes (conference gift)	\$1,595.00
Field Trip Miscellaneous	\$517.28
Signage for vendors, etc.	\$455.72
Wine for Banquet & Reception	\$403.26
Keynote Speaker Cost	\$446.40
Other expenses	<u>\$51.03</u>
	<b>\$8,446.07</b>

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**Summit Meetings, Inc. Costs**

Summit Bank Charges	\$1,455.87
Summit Phone costs (Reg.)	\$8.97
Summit Postage	\$55.25
Summit Meetings Inc. Exhibitor Reg.	\$825.00
Summit Meetings Inc. Attendee Reg.	\$4,800.00
Summit Meetings Inc. Online Reg.	\$963.00
Summit supplies (ribbons, badges)	\$149.49
Summit Faxes & copies	<u>\$179.60</u>
Total Cost	<b>\$8,437.18</b>

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**Holiday Inn Conference Center Costs:**

<b><u>Expense</u></b>	<b><u>Charge</u></b>
Meeting Room Rental	\$2,745.00
AV Rental/Tables	\$4,511.56
Coffee Breaks	\$7,208.25
Board Meeting breaks	\$354.00
Field Trips (Weds/Sun)	\$437.00
Ice Breaker (Weds)	\$3,066.60
Breakfast (Th-Sat)	\$1,825.20
Poster Session Reception (Th)	\$3,300.00
Friday Box Lunch	\$1,246.00
Saturday Banquet	<u>\$6,599.36</u>
	<b>\$31,292.97</b>



## Appendix C. Miscellaneous Expenses and Income, Etc.

### Complimentary Registration Costs

Keynote Speakers & Special Lecturer registration	\$435.00
Life Members of RRF registration (n=3)	\$435.00
Conference volunteers registration (n=15)	\$1,425.00
Sponsors registration (n=3)	\$435.00

<b>Conference additional Registration Costs</b>	<b>\$3,195.00</b>
Student discounts	\$1,450.00

### Complimentary Conference Benefits (from H. Inn)

Three free guest rooms provided:

1 RRF, 1 HMANA, 1 Keynote Speakers	\$1,650.00
Free meeting room on Saturday	<u>\$500.00</u>
<b>Total avoided costs from Hotel</b>	<b>\$2,150.00</b>