

# Oregon Chapter American Fisheries Society ExCom Conference Call Minutes June 8, 2004 2-4p.m.

Participating in the call: Dave Ward, Mary Buckman, Doug Olson, Barry McPherson, Molly Webb, Laura Tesler, Loretta Brenner, and Jen Stone (joined the call at 3:10p.m.).

(1) Approved minutes from April 2004 Retreat: Proposed wording changes about dues: "Changes need a vote of the Chapter." Added the NOAA/Columbia River Summer Spill issue. Barry moved to adopt minutes with corrections, and minutes were seconded with Barry's revisions; no discussion, and minutes were unanimously approved.

(2) Revised minutes from May meeting: Both Mary B. and Barry M. have comments. Loretta will edit May minutes with their comments and distribute final draft of May minutes to ExCom for final edits and approval at the July meeting.

(3) 2005 Annual Meeting update: Annual Meeting will be held February 16-18, 2005, in Corvallis. Workshops will start on Tuesday, February 15. Barry M. and Molly W. said everything is progressing well. They met with Oregon State University conference staff and had a room tour. We still need to pick a caterer. Lori Parker is interested in helping with the meeting in some way. Molly will contact her directly.

Barry M. is working on the program and emailed ExCom a draft agenda. Jen S. is willing to organize a Certification Workshop, and Barry needs to add that to the agenda. Barry M. suggested two different titles for the meeting and ExCom made suggestions on those titles, and preferred the title that included the "multidisciplinary approach" wording. Mary is working on the Statistics Workshop and contacting potential speakers. It was suggested that the workshop be a designing and planning statistical workshop rather than an analytical workshop. The workshop may include discussion on the ethics and the use of statistics in research. Research-oriented folks would be those mostly likely to attend this type of workshop, not managers. The workshop would be a good opportunity to tap into the OSU statistical folks that wouldn't normally attend an annual meeting.

Another workshop could focus on marine fishes—the age and growth of fish. An electrofishing workshop was also suggested, but another workshop on that topic is going to be held in the region. Barry M. asked Doug O. to get more info on that workshop so ORAFS isn't duplicating efforts. A private firm, represented by Eric McWayne, regularly sends out emails about other workshops held in this region. Session and workshop ideas will be requested in the summer newsletter. A request was made to again offer the workshop on how to improve your presentations, and try to encourage more students (especially OSU) to attend.

The Marine Fisheries folks have requested a full-day slot at the 2005 Annual Meeting to cover marine fisheries issues

Barry M. is keeping the first sessions open for student papers so judging and award presentation can happen at the 2005 meeting like last year. Bob Lackey will convene a half-day Friday morning session on the Salmon 2100 project. Bruce MacIntosh will co-convene a full-day Thursday workshop on the "Oregon Plan Coastal Coho Audit." A field trip to the Coast in Newport on Friday afternoon is being considered. Barry M. will prepare the "Call for Papers" and Jen S. and Barry M. will help develop abstract submission guidelines for papers and posters that will be published in the Summer newsletter and on the Oregon Chapter Website.

Barry is considering starting each morning with a Plenary Speaker, perhaps with a raffle prize opportunity for those who attend. Former Governor Kitzhaber has agreed to speak at the first Plenary Session on Wednesday, February 16, 2005.

Post-Banquet entertainment is still up in the air. This has not been very successful in recent annual meetings. Few people stay to enjoy the music or dance, especially after the subsidized beer runs out. We need to look at alternatives to keep people there after the Banquet, Raffle, and Auction such as a Poker Night party. Molly is looking for suggestions.

Parking at OSU for the Annual Meeting will be free, and Molly W. is working with conference center staff to figure out the details. Lastly, the smallest room at the conference site will hold 75-100 people.

(4) Raffle Chair or Co-Chairs / Poster Chair: ExCom needs to find a Raffle and Auction chair or co-chairs, because both Tim Shibahara and Tom Friesen are resigning, and Troy Baker is not interested in chairing the event this year. Lori Parker might be interested in helping, but not on heading up the committee. Loretta will get an announcement from Tim S. and Tom F. for the Summer 2004 newsletter. Jen Stone confirmed that she is the Poster Chair for the Annual Meeting, taking over for Troy Baker.

(5) ORAFS Budgets: General discussion on deficit spending and general philosophy on budget development for the Chapter in anticipation of the FY 2005 ORAFS Budget. As it stands, the 2005 Proposed Budget will run slightly in the red. One topic of discussion centered on trying to maintain a bank balance that would cover two years of Chapter operating expenses. The ExCom is in general agreement with the budget running a slight deficit.

Mary explained about the income from the Inland Rainbow Trout Workshop (held in 1996). The Chapter needs to carry over \$5,000 that we have committed to printing the proceedings from the Workshop. Of this, \$2000 came from a donation from USFWS in 2004 and the remainder out of our 2004 budget. We had it in the budget in the past from workshop proceeds and donations to the workshop, but it got absorbed in other budget items.

We discussed how to identify budget items that need to be encumbered (or carried over) in the 2005 Budget, i.e. the Cutthroat Symposium: \$5,000 encumbered; and the Watershed Workshop Scholarship: \$3,000 encumbered. Dave will create a separate column for these items so they don't get "lost" in subsequent budgets. The deposit for the 2005 meeting was a 2004 expense, so it will not show in the 2005 budget. Dave Ward projects the 2004 Budget will run about \$4,000 in the black.

Other Budget Items: We discussed upgrading the chapter Poster Boards and the ExCom agreed to spend the money to purchase new boards. Molly W. asked that they be easy to transport and store. Molly is working on the Annual Meeting 2005 Budget and will get a draft to Dave W. by June 15<sup>th</sup>. Oregon State University will not charge us for AV services next year, which will help to offset some of the other higher charges at OSU.

Dave W. asked if ExCom wanted to approve the 2005 Budget via email, and the ExCom generally agreed. Dave W. will send out the Final Draft Budget in June.

(6) Protocols for Providing Our Mailing and Email Lists to Other Groups Who Request It: Dave W. is not in favor of this, particularly not electronic formatted lists, because many people don't appreciate the extra mail solicitations or email advertising. The general ExCom decision was to deal with requests on a case-by-case basis, and that whatever we do it shouldn't take up too much Chapter time and money in generating the lists. ExCom also discussed how to handle requests for attendee lists at the Annual Meeting. Currently we have a box on the Annual Meeting registration form that a person can check if they **do not** want their name on a list. We haven't printed individual lists, but we have allowed people to look up (in the registration database) the names of participants they want to contact at the meeting. Barry M. suggested this

item be discussed further at our next meeting, and to not post anything on our website (e.g. the list of names from the 2004 ORAFS Annual Meeting) until after the next ExCom conference call. Mary B. will look into how other groups handle this type of information and propose some different options at the next meeting, and send it out by July 6<sup>th</sup>.

(7) Website Protocols: In an effort to not overload Donna with changes to the website, all files (PDF format preferred) should be sent to Jen Stone, External Director, and she will forward files to Donna. Donna can generate a PDF file of your document if you cannot convert files to PDF. Barry M. would like to have the past ORAFS meeting and workshop materials on the website. Barry, Molly, and Loretta will work on updating all the 2005 Annual Meeting information on the website when the Summer newsletter is distributed in July. We should also post the Annual Work Plan, Strategic Plan, and the list of Past Presidents (back to 1964).

(8) Continuation of Administrative Handbook Revisions (30 minute max): ExCom updated more sections of the Administrative Handbook, and Loretta B. will distribute these edits to the ExCom before the next conference call.

(9) Reminder of newsletter obligations/deadline: Newsletter deadline is June 15<sup>th</sup>; newsletter will be published approximately one month after the deadline. In keeping with the new policy, Loretta will check with Dave W. on approving submissions after that date.

(10) Watershed Scholarship: We have not had many applicants yet; the deadline is June 15<sup>th</sup>. Loretta B. will send a reminder out to all of the contacts on the original list. Loretta B. will send a copy of the announcement to Rebecca Goggans OSU advisor if she hasn't already received it.

(11) Administrative Assistant's Contract: The 2004-2005 contract has been signed by Barry M., Dave W., and Loretta B. Both Barry M. and Dave W. have copies.

(12) ORAFS Brochure Printing: Jen S. received estimates for printing the brochure. Barry M. made a motion to print the brochure at Lazer Quick in Portland with a cost of \$721 for 1,000 brochures (or 2,000 if the estimate of \$777 is correct). If the cost is more than \$777, Jen S. will bring the agenda item back to ExCom. Motion was seconded and passed unanimously. Jen also received quotes from Henderson's and Kinko's and they were both significantly higher. The Lazer Quick quote included printing on colored paper and folding.

(13) The 2006 ORAFS Annual Meeting is February 21-24, 2006 (in Sunriver)\*, although we have questions about arrangements and concern with another concurrent meeting at the facility. Molly will look into the options.

\*Note: The 2006 annual meeting has been changed to March 1-3, 2006.

(14) Next Conference Call: Tuesday, July 13, 2:00-4:00p.m.

Meeting was adjourned at 4:00p.m.

Minutes respectfully submitted by:

Loretta Brenner, Contract Administrative Assistant  
July 28, 2004