

ORAFS ExCom Minutes for 12/13/2006

Oregon Chapter American Fisheries Society  
ExCom Conference Call, 13 December 2006  
Final Minutes approved by ExCom on 27 July 2007

Present were: Past President Barry McPherson, President Mike Reed, President-Elect Doug Young, External Director Brad Houslet (joined at 1:55 p.m.), and Administrative Assistant Danielle Warner.

**Minutes—All**

ExCom needs to approve the 11 November minutes. The 12 October minutes have been posted to the Oregon AFS website.

**Treasurer's report—Mike for Ian**

Current Balances (as of 12 December 2006):	
Checking:	\$31,175.08
Coastal Cutthroat:	\$12,631.11
Savings:	\$50.22
Northwest Fish Culture Conference (NWFCC, as of 11/9):	\$13,485.76
Money Market (as of 3/31/2006)	\$65,189.19

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There has been a flurry of activity this month. Ian wrote 3 checks to Loretta for adjusted invoices for June through August. Ian wrote 3 checks to Danielle (en route) for adjusted September through November invoices. Ian wrote 3 reimbursement checks to Mike Reed (2 en route) for expenses associated with the Salem ORAFS retreat and the WDAFS planning meeting retreat. Ian wrote a check to our CPA (en route) for an invoice for researching filing taxes in Washington and preparing a tax extension. Mike wrote 3 checks—one for \$1,000 to the OSU student subunit for their approved request and 2 to ODFW employees to defray their costs to attend the Northwest Fish Culture Conference. Ian received 2 checks (not deposited yet)—1 from Western Division AFS for \$840.29 for closeout and transfer of the funds of the Greater Portland Chapter of AFS, and one from Winterowd and Brooks LLC for a sponsorship of the annual meeting. He still needs to get a more current statement of the money market account balance forwarded on from the Administrative Assistant (AA). He has not yet received addresses for the poster winners to send membership checks to and Hayden explained that he could not get these addresses because he cannot track these students down. Ian asked for another tax extension from our CPA because he was not able to assemble the requested information by the 15 December deadline. Ian needs Danielle to send him about 20 of the AFS logo envelopes.

Mike explained to ExCom that the Greater Portland AFS Chapter was recently closed by a vote from the Western Division of AFS and acted on by the Governing Board in September 2006. The remaining balances in these accounts totaling \$840.20 were transferred to the Oregon Chapter's scholarship fund. This information will be published in an article in the Winter 2007 Newsletter, co-written by Mike and Richie Graves.

It was recommended by ExCom that the AA contact Ian about the Money Market accounts as statements arrive. It was also recommended by ExCom that the responsibility of the Money Market accounts shift to that of the secretary/treasurer due to this person's accessibility to these accounts. Danielle will make copies of the Money Market and bank accounts for file records when they are mailed to the Oregon AFS PO Box and then mail the originals to Ian. Danielle will mail Ian Oregon AFS envelopes. She will also try to follow up with past OSU Student subunit President Aaron Chappell to see if she can obtain names of poster winners from 2006.

### **ORAFS Annual Meeting Plans**

#### Registration—Danielle

Danielle reported that the online registration site is up and that people have begun to register for the annual meeting. Danielle will be receiving weekly registration updates from OSU Conference Services. She will summarize this information and send reports to ExCom weekly to keep them informed of registration progress. This information will be helpful in planning for events where the number of participants is helpful to be known such as workshops, social events, and the business meeting.

#### Program—Doug

##### Technical paper submission update

Doug reported that almost 160 paper abstracts have been submitted for the annual meeting with other people still inquiring if there is space available to present their work. Doug will be sending the 160 abstract files to Danielle on a CD so she can draft the session schedule for the winter newsletter. She will also start creating the poster and paper abstract document that will be used for the annual meeting program from these files.

Doug reported the majority of paper abstracts came in a last minute rush and many were not submitted within guidelines. Due to how overwhelming this is in returning abstracts for editing and the inability for some to follow abstract submitting guidelines, Doug suggested the process of abstract submittals be improved for 2008. He recommended that an online abstract submission web page be looked into for papers and posters. Through stringent requirements of such a site, abstracts would be submitted within guidelines and the process of organizing/editing the abstracts would be less time consuming. Mike was

going to discuss Doug's recommendations for 2008 abstract submissions on his January 2<sup>nd</sup> conference call for the 2008 Joint WDAFS/ORAFS annual meeting.

Doug reported that due to the high number of abstracts received, the annual meeting's traditional number of 4 concurrent sessions will be increased to 5 concurrent sessions for this year. To do this, we will need to make sure we can acquire a 5<sup>th</sup> presentation room at the Hilton. Doug will work with Neil and the Hilton to ensure we can have a 5<sup>th</sup> room. Barry reported that he is willing to convene an extra concurrent session if help is needed.

Doug gave ExCom an update on the three workshops: Spring Chinook Angling and Conservation Workshop, Finding Funds for Fish: Grant Writing Techniques, and Assessment and Evaluation of Reintroducing Native Fishes. Doug thought that each workshop would attract about 25 people but expressed that depending on what happens, he needs to coordinate with Neil to make sure the room size for each workshop is of adequate size for the actual number of participants.

We are still waiting for Deian's examples of cover art for 2007.

### **2007 ORAFS Eugene Annual Meeting Arrangements—Mike for Neil**

In December, Neil, Doug, and Danielle went to the Eugene for a site visit at the Hilton to meet with the staff about annual meeting arrangements. The Hilton will be very accommodating to the annual meeting as there is ample space and the layout of the facility will allow room for our activities.

ExCom will be able to use the Rilling Room for storage, stuffing packets, meeting, etc. This room is located central to all of the conference rooms, can be locked, and has outside door access for delivering items.

The Hilton will honor reduced rates from the Sunday before the annual meeting to the Saturday after the meeting.

After the site visit to the Eugene Hilton, it was determined that parking might be an issue for larger vehicles in the Hilton's parking garage for the annual meeting.

### **2008 ORAFS Joint WDAFS/ORAFS Portland Annual Meeting Arrangements—Mike for Neil**

Neil has been working with Sunriver in obtaining a proposal for the 2009-2010 annual meetings. There would be a price cut if we would commit to two years at Sunriver. Neil will let ExCom know what the proposals are once he receives them.

Neil and Dave Ward are working on selecting a location for the offsite banquet for 2008 and will be meeting with OMSI soon. He will let ExCom know what the results of this meeting were on the January conference call.

**Fundraising, sponsors, trade show—Mike**

Mike reviewed his progress on obtaining sponsors for the 2007 annual meeting by providing a list of those contacted to date. We have committed sponsorships from Winterbrook Planning, USFWS-Oregon State Office, USFWS-Pacific Region Office, USFWS-Columbia River Fisheries Program Office, USDA Forest Service Regional Office, NOAA Fisheries – Oregon Office, BLM, and PGE. Mike asked Danielle to follow up with some of these sponsors.

Mike inquired if we need to limit vendors due to space at the Eugene Hilton. Doug and Danielle let him know that there was plenty of space for the trade show at the Hilton.

**Student mentor, volunteers, contracts, raffle & auction update—Tom**

Contracts-Loretta's contract is completed, signed by Loretta, and in the mail to Tom. Danielle's contract should be done by the end of the week. Tom had reviewed Danielle's Oct-Dec invoices and forwarded to Ian for payment.

Student-mentor session – no further developments.

Student volunteers – Tom spoke with Barbara Shields at OSU about recruiting additional volunteers. Brad mentioned to Tom that he might have additional contacts for volunteers and would like these people's contact info sent to Tom.

Raffle & auction- Donations are starting to come in. Tom and Martyne are still searching for an auctioneer.

**Reminder of winter edition timeframe for Piscatorial Press distribution—Danielle**

Danielle would like to receive newsletter articles by the 5<sup>th</sup> of January from ExCom. She plans on finishing the newsletter, having it edited, and submitted to Brad and Mike for posting the week of the 15<sup>th</sup>-19<sup>th</sup>. Danielle will be ordering the InDesign software recommended by Loretta for the creating of the newsletter.

**Administrative Assistant report—Danielle**

Danielle has sent invoices to Winterbrook planning, PGE, USFWS- Oregon state office, and USFWS- Pacific Region office for sponsorship of the annual meeting. Both USFWS

offices needed the funds paid for by the end of the year, so Danielle is working with Loretta on ordering the credit card machine early to process credit cards.

Danielle is looking into to local T-shirt screening companies for quotes to print more AFS T-shirts for the annual meeting. She will contact Bruce Hansen in January to work on seeing what is available for Ray Troll shirts this year.

Danielle will be looking into having document printing done with QSL; a printing company located 4 blocks from the Eugene Hilton. The Hilton recommended the printers during the site visit and told us that QSL can deliver all documents right to the Hilton for our meeting. Danielle will need to work with ExCom to develop a list of documents that needs printed for the annual meeting.

As soon as the CD arrives from Doug of the 160 paper abstracts, Danielle will put together a session and event schedule that will be used for the newsletter and website. A more comprehensive abstract list will be used for the annual meeting program.

#### **External Committee Report—Brad**

Nothing to report.

#### **Website update—Brad**

Mike was asked to send the Oregon Chapter's Klamath River FERC relicensing draft EIS comment letter to Brad for posting on the web. The Klamath River Dam FERC relicensing draft EIS - Oregon Chapter's comment letter was received and posted on the web.

There was a discussion about the Communications link and the four categories listed:

- Position papers and Comments
- Press Releases
- Letters and Announcements
- Resolutions

It will be looked into how to streamline data available on our website and how to archive materials on one page. The new format of the website has made our website more pleasant and presentable.

#### **Update on Western Division AFS Meeting ExCom and Chapters Meeting (November 29-30)—Mike**

Mike reported on his retreat with WDAFS officers and state chapter Presidents. Many good ideas were presented including interest in collaborating with Oregon Chapter on

regional issues of concern such as Klamath River dam relicensing comments, Columbia/Snake River Biop. An opportunity to invest in a WDAFS joint stock investing option was discussed. Mike will present more on this at the January ORAFS conference call.

There was a WDAFS request for Oregon Chapter to identify 2 people that might lend a hand reviewing the Columbia/Snake River Biop (to be released in Feb.) Mike sent out a query to External Committees and ExCom but did not receive any indication at this time that anyone would be available. Mike will follow-up later with Brad to see if he can contact the External Committees.

### **Nominating Committee Report & Awards Criteria—Barry**

Barry reported that Neil Ward would be the candidate for president, Ian Reid for vice-president, and Julie Firman secretary-treasurer. Brad will be the incumbent for the external director. Barry will have these people's candidate statement to Danielle for the newsletter as soon as possible. Barry is working with Neil to develop a list of potential internal directors.

In regards to the awards criteria, there was a discussion of changing one of the criteria for the Fishery Worker of the Year to the underlined:

*Must be a member of the AFS Parent Society or a retiree that was a Parent Society member at some time in the past*

A motion was raised to accept the changes by Barry and seconded by Doug. This was passed.

Discussion occurred on which awards would be offered at the awards luncheon, banquet, and business meeting (listed below). There was also a recommendation to allow the nominees to read the nomination. Peter Lofy, the awards chair, would facilitate the awards ceremonies. The President will offer the Past President award and any special recognitions at the Awards Luncheon

#### **Awards Luncheon - facilitated by the Awards Chair**

Fishery Worker of the Year

Fishery Team of the Year

Award of Merit

Bill Wingfield Memorial Award

Past President's Award (**The current President will make this award**)

Special Recognition Awards

#### **Banquet**

Broken Oar (Presented by the Awards Chair)

**Business Meeting - facilitated by the President**

Best Student Paper (determined by Student Paper judges) - Presented by the Paper/Poster Awards Chair

Best Student Poster (determined by Student Poster judges) - Presented by the Paper/Poster Awards Chair

**Future Meetings—Mike**

January 17, 1-3:30 p.m.

February 7, 1-3:30 p.m.

Meeting was adjourned at 3:45 p.m.

Respectfully submitted,  
Danielle Warner  
Oregon AFS Administrative Assistant