

ORAFS ExCom Minutes for 2/15/2006

Oregon Chapter American Fisheries Society
ExCom Conference Call, 15 February 2006
Final Minutes approved by ExCom on 4 May 2006

Meeting was called to order at 1:20 p.m. Present were: President Barry McPherson, President-Elect Mike Reed, Past President Doug Olson, Student Representative Aaron Chappel from 2:00 to 3:00 p.m., Secretary-Treasurer Ian Reid, Internal Director Neil Ward, External Director Karen Wegner, Vice President Laura Tesler, and Administrative Assistant Loretta Brenner.

Review & approval of past minutes—All

October and November minutes are on the web. Mike needs to confirm money promised to Deian Moore and Barry has a couple edits for the December minutes he will email to Ian. Motion made and passed unanimously to approve December minutes with Mike and Barry's edits. There needs to be some more editing to the January minutes regarding the legislative liaison. Barry and Doug are responsible for cleaning this section up. Motion made and passed unanimously to approve January minutes with Doug and Barry's edits. Ian will resend out edits to December minutes to ExCom.

Treasurer's report—Ian

Balances (today): Main Checking account: \$17,523.41 (last month was \$21,762. 36)
 Cutthroat: \$15,232.20
 Savings: \$50.13
 Columbia Money Market (as of 11/18): \$64,207.80

Recent Transactions:

Ian resent three checks for funding requests that Barry wrote from a closed account to Jefferson Fish Society for website startup (\$125, has not cleared), Oregon State University Foundation for diversity recruitment (\$250), Oregon State University College of Forestry for Salmon 2100 conference (\$200). Ian also wrote checks to Lamiglas and G Loomis for reduced price fishing rods for the Annual Meeting auction. Ian also wrote a check for \$614 to Full Sail for beer for the AM, which will not be cashed until after the AM. Ian paid for the 2 student volunteer rooms at Sunriver (\$210.60 each). Ian sent Barry 9 checks out of the ledger from the current checking account. No recent activity has occurred on the Coastal Cutthroat Account or savings account.

Columbia Money Market is requiring a Certificate of Authorization or a Corporate Resolution updated every 6 months in order to access accounts. We need to send this information in to Columbia in order to close our account with them and move the money into CDs and mutual funds.

Doug determined the 3-year average cost of the annual meeting is \$32,038 using values from 2004-2006. Therefore, following the September 2006 minutes, the approved investment strategy would be:

- 1) annual operating expenses plus 10% to stay in checking: $\$32,038 + \$3,204 = \$35,242$ to remain in checking
- 2) keep another year's operating expenses divided into 3 month maturing CD's = $\$32,038 / 3 = \$10,679.33$ put into a 3 mo., 6 mo. and 9 mo. CDs, then when mature renew to 1 year maturing CD, so that every 3 months there is additional cash available to use, if necessary.
- 3) the remainder goes into a social/environmental responsible mutual fund.

Doug suggested instead of laddering CDs (e. g. 3, 6, 9-month maturity), to just wait 3 months and put in 33% of the CD amount into 1-year CDs. Doug also wanted to know current rate on Money Market account to compare to the Wells Fargo CDs. Ian will follow up and compare the current rates of accounts.

Motion was made, seconded, and approved unanimously to change investment strategy to wait 3 months and then put 33% of money into 1-year CDs (instead of entering into 3, 6, and 9-month CDs and rolling them over) if the CDs are 0.5% or higher than Money Market account. Ian will research current rates and act appropriately.

Doug felt a Class C fund would be best, where there are no up-front costs, where a Class A fund has about a 5% up-front cost, earns higher interest, and is a good fund if it remains in that account for 10+ years (i.e. retirement account). The Class C offers more flexibility, in that we can change funds, or withdraw with no fees, but earns a slightly lower rate of return.

A mutual fund that seemed reasonable to Doug is the "Calvert" family of mutual funds, they are rated well with a 4 to 5 star Morningstar rating, with \$10,000 having grown to \$24,000 to \$35,000 from 1994 to 2005, according to Morningstar. The Calvert fund prospectus says it is "the first and largest family of socially screened funds".

Also on doing short-term CDs (investment strategy #2) vs. keeping a Money Market account, we may not get that much in return vs. the hassle of managing annual CDs. I assume with the money market account, money can be withdrawn as needed.

We would not have to pay capital gains on closing out our money market account. We may have to pay capital gains in the future on our mutual funds.

Loretta will send Ian invoice for PO box to pay by end of month, and past bank statements. Mike Matylewich is working on getting our CPA everything she needs for the 15 March deadline. Mary Downs, our CPA, urged me to get familiar with the Quicken program and use to reconcile accounts on a monthly (and annual) basis.

Sponsorship of 2006 Western Division Annual Meeting—Barry

A donation of \$750 would make us a “cutthroat trout” sponsor. The money would come out of next year’s budget (after 1 May). Motion made, seconded, and passed unanimously to give \$750 to WDAFS for AM support.

Annual Meeting plans for Sunriver

Neil: Arrangements

There will be no OSU alumni social this year.

Cascade Galley room 712 will be used to assemble packets and will be available starting on Monday.

Rooms for workshops and storage are taken care of.

Neil requested information from Sunriver on receiving lapel microphones. They will not be complimentary. Currently we have podium mikes, but it might be up to \$360 to have lapel microphones in each session. Neil will see how many lapel mikes we can get for \$50 and use them in concurrent sessions as a test run.

No kegs were donated but Neil got a good deal on kegs from Full Sail.

The Ponderosa Gallery room 707 is reserved from 7 a.m. to 9 a.m. for the complimentary breakfast. The breakfast will be from 7 to 8 in order to make the plenary session at 8. 15 people have told Neil they will attend and 17 people have not yet responded. Karen will tell the chairs and ISN leads the location and time of the breakfast. ExCom is encouraged to poll ISN leads and committee chairs on how ORAFS can be improved.

Loretta would like to be able to enter the facilities at 6:45 a.m. if possible. Neil will find out if they can get in earlier than 7:00 a.m.

A room has been reserved for the scholarship winners (4 males). Also, a room has been reserved for the plenary speakers. There are 20 student volunteers who have requested lodging to date (11 male, 9 female). Neil needs a list of the volunteers at the end of the week before the annual meeting.

Danielle Warner (poster chair) requested assistance at the annual meeting because her student intern position has expired. She will be at the meeting on Tuesday night and can share a room with the other student volunteers. Barry proposed to waive her registration and pay her banquet ticket, in addition to making sure she has lodging for Tuesday through Thursday nights.

Barry will bring extension cords and Loretta will bring laser pointers and timers. Neil will purchase and bring duct tape to keep cords down. Discussion occurred about how to usher people away from the breaks between sessions. Doug will bring his air horn.

The spawning run has people to staff it (Doug Young), but we might have to cancel it due to hazardous running conditions. There are ORAFS T-shirts available for the winners. Karen or Loretta will get a student volunteer to help with the spawning run.

Loretta will compile a cell phone list so ExCom can contact each other during the meeting.

Volunteer coordination—Aaron and Karen

Karen needs about 5 more volunteers for the raffle and auction, 2-3 more for registration, and several more for concurrent paper sessions. No A-V specialist will be used this year. Rebecca Goggans might be able to put on an A-V training session for student volunteers. Aaron will follow up with Rebecca. Mike Reed has some conveners who are not very comfortable with using the projectors and will need some quality assistants.

Student-Mentor Social—Laura and Aaron

There has been strong initial showing of people interested in mentoring. There are 15 potential topics and Laura will decide which mentors will go at which tables. OSU students helped decide which topics will be available at the social.

OSU Student Subunit—Aaron

Not much to report, but the club is going to Catalina Islands and Point Reyes for spring break field trip including volunteer work with local biologists. They will be planning a fisheries-related field trip in the spring. Aaron received the check for \$992 from ORAFS.

Printing of the program—Mike, Doug, Loretta

Programs will be printed by USFWS and will be bound next week by about 6 USFWS employees. Barry wanted Doug to extend thanks from ORAFS for taking that project on. There was a change needed in the program about which USFWS field office sponsored the printing, and this will be sent by Doug to Loretta and included in the errata by Mike. The final program needs to get posted on the web. Donna has the program. Karen will ask Donna to move the 2005 program to its own page in the archives.

The daily schedule could be posted on easels, which have been reserved.

Workshops—Loretta

About 20 people have signed up for telemetry, 16 for statistics, and 6 for legislative (including 2 ExCom). Mike contacted Hiram about the low attendance for the legislative workshop.

Projectors and laptops—Mike

Almost all conveners have laptops and projectors. Mike could use some extra projectors. Doug will have one to contribute part of the time (except Thursday p.m.) and Neil will ask Dave Ward if he has any projectors at his office.

Plenary session logistics—Barry

On the opening day, Barry will speak first and then Mike will take over and describe the program and introduce the plenary speaker. Mike will handle announcements and speaker intros on following days.

Marine reserve video—Mike

Mike has it and will bring it to the AM. Barry tested it on his computer but Mike will recheck it. Barry will follow up on locating a back-up copy.

Posterboards—Barry

No mention of AFS contribution of posterboards was posted at the Western Groundfish conference, but ORAFS was verbally thanked during announcements. No damage was noted to the boards by Doug. There will be volunteers available at Sunriver to unload.

Business Meeting agenda—Barry

Bob Hughes and Dave Ward will be there from Western Division. Jim Hall will be parliamentarian. Barry will put together a draft of the business meeting agenda and send out to ExCom. Barry will send minutes of last year's business meeting to Loretta. Loretta will send Ian a template of a financial report so he can send her one to include in the packet.

Banquet tickets—Barry

We will award each Award of Merit and Fishery Worker of the Year 2 complimentary tickets to the banquet in addition to banquet tickets for some student poster and paper winners. We will discuss before the annual meeting. Loretta is getting plaques and certificates for all the awards.

Raffle and auction—Laura

Things are going well and they have recruited some persuasive ticket sellers.

Trade show--Barry

Four vendors have committed. Potential vendors have said money is tight and they are not able to attend.

Packet stuffing—Loretta

We will be meeting at 7:00 p.m. after the workshop social to assemble packets. Ian needs to bring about 12 checks to the meeting to write at the meeting.

A list of ISN leads and their contact info should be put in the packet. Loretta will call Karen to get the list.

Legislative liaison—Barry

There is not enough information right now to make a proposal at the business meeting.

Response to NOAA Fisheries coho listing decision—Barry

No action is currently being taken by ORAFS or its committees.

AFS certification scholarship—Barry/Loretta

It needs to be updated on the web. Loretta sent Karen the updated info and it has not shown up yet. Loretta will follow up.

Winter Piscatorial Press—Loretta

There were some rejections but she is working with the parent society to get updated member emails.

ExCom retreat—Barry

We need to find somewhere closer to Eugene so people don't have to drive as far. It is still scheduled for 4-5 May.

Meeting adjourned at 3:40 p.m.

Respectfully submitted,

Ian S. Reid

Secretary-Treasurer