

ORAFS ExCom Minutes for 7/20/2006

Oregon Chapter American Fisheries Society
ExCom Conference Call, 20 July 2006
Final Minutes approved by ExCom via email votes on 5 September 2006

Present were: President Barry McPherson, President-Elect Mike Reed, Secretary-Treasurer Ian Reid, Internal Director Neil Ward, incoming President-Elect Doug Young, External Director Karen Wegner, Student Subunit Representative Hayden Howell, Administrative Assistant Loretta Brenner.

The meeting was called to order at 1:13 p.m.

Minutes—All

4 and 5 May minutes were approved by ExCom but Barry had a few minor grammatical suggestions he will email to Ian. We were not ready to approve the 1 June minutes and ExCom will send Ian their edits and Ian will resend out to ExCom to approve during the next conference call.

Treasurer's Report—Ian

Current Balances (as of 20 July 2006):

Checking:	\$ 41,865.70
Coastal Cutthroat:	\$ 15,631.11
Fish Culture Conference:	\$ ~7,000
Savings:	\$50.18
Money Market	
(as of 3/31/2006)	\$65,189.19

Ian wired the \$5,000 Coastal Cutthroat Conference scholarship to a recipient attending a PhD program and living in Canada. Ian received a check from the Parent Society for a member rebate for \$909.72 but has not deposited it yet. This check was for 3% of annual AFS Parent Society dues paid by 399 members in the ORAFS geographic area as determined by the Parent Society. Ian paid Loretta 3 months of invoices (these have not cleared yet).

Doug Olson deposited about \$7,000 to start the Northwest Fish Culture Conference (NWFCC) account.

Ian needs to learn the Quicken program and get these files to CPA Mary Downs by September for tax info. Mary also wants other information, and Ian and Loretta will work together to get her this info.

Administrative Handbook—Barry

We should finally adopt the revised handbook so people take it seriously (it has been in various states of revision for over 2 years). It can always be revised later. One of the major changes was to show that Information Sharing Network (ISN) members and leaders do not have to be AFS members. We also changed the handbook so that the Awards Committee Chair will send the announcements from the Annual Meeting (AM) to the President-Elect who will then be the clearing house to work with *Fisheries* magazine, WDAFS, and other media outlets. There are some discrepancies between the AM handbook and the Administrative Handbook (AH) and there should be some revisions also to the AM handbook. Appendices to the AH need to be updated and also a new appendix needs to be created that has the Annual Meeting timeline. Motion made and seconded to adopt the AH with changes made today. Motion passed unanimously.

Administrative Assistant Contract—Barry

Loretta's contract is signed and she is on contract through September.

Administrative Assistant Search Committee—Neil

The Search Committee met about one month ago and discussed what Loretta does and what the committee expects the new person to do. Because the newsletter was such a large component of Loretta's time, this spurred the newsletter survey emailed to Oregon Chapter members, which found most members read the newsletter and prefer it by email.

The committee discussed how to fill this position (e.g., do we send out an RFP or advertise by word-of-mouth?).

This ad hoc committee needs to meet again and come together with a proposal to ExCom about filling the position and developing a scope of work before the next ExCom conference call. Discussion occurred about recruiting a volunteer newsletter editor within the membership. It was decided that Loretta would include a call for a volunteer editor with the email when she sends out the announcement of the summer newsletter to members.

External Committee Chair Report—Karen

There is not much going on except the invasive species committee has been working with Karen on the goby alert.

A few website updates have been made including the link to the goby announcement.

Martyne Reesman will be taking over the Education and Outreach committee and Karen will be helping out with that committee after she steps down from ExCom External Director.

Legislative Liaison—All

Hiring a legislative liaison would put the proposed budget about \$6,000 in deficit for next year, but this is within the limit adopted by a previous ExCom. There are many issues that need to be discussed before a decision is made on whether to hire a legislative liaison. We need to contact the Legislative Committee Chair to see if he will come to the September meeting in Salem. Oregon AFS had some success and some concerns with this position in the past, we need to review what worked and what didn't.

A subcommittee was formed with Karen, Hiram, Mike Reed, and Barry to research this question of hiring a legislative liaison before the September meeting. Karen requested from Barry a fact sheet of the history of the past legislative liaisons.

Administrative Assistant Report—Loretta

She is working on getting tax information to CPA Mary Downs, and is also working on the newsletter and miscellaneous paperwork related to the 2006 Annual Meeting.

The newsletter will come out on Monday as a revised version with corrected weblinks to ISN and an added report on the ExCom retreat. A suggestion was made to always send out newsletter to ExCom before sending to the membership so ExCom can make final edits.

Scholarships—Barry

Two applicants applied for AFS certification scholarships: Cory Sipher and Ian Reid. This item was tabled until the next meeting.

Work Plan—Barry

Some edits were made to the draft work plan:

For the Coastal Cutthroat Conference, there is one \$5,000 scholarship and one \$3,000 scholarship

Barry will add scholarships for hatchery workers to attend the NWFCC. He will propose to increase the donation to the Student Subunit to cover the increased cost of vehicle fuel.

He added an item under Goal 1 of the Workplan about searching for and hiring a new Administrative Assistant.

Barry will follow up with Jim Hall and other organizers regarding the workplan objective of completing the Inland Rainbow Trout Workshop proceedings. Motion made, seconded, and passed unanimously to approve the 2006 ORAFS Annual Work Plan.

2006 Annual Meeting (AM) Review—Loretta and Mike

Annual Meeting summaries and highlights written by Loretta and Mike made it to the *Tributary* (WDAFS newsletter) and to the Parent Society for posting in *Fisheries* magazine.

2007 Budget—Barry

ExCom should review the draft budget and get back to Barry with suggestions before next meeting.

Upcoming ExCom Meetings

- 22 August – 1:00-3:30 pm
- 26 September at ODFW headquarters in Salem from 10:00 -2:00. Mike will be inviting the new ODFW Director, Virgil Moore.

The meeting was adjourned at 3:43 p.m.

Respectfully submitted,

Ian S. Reid
Secretary-Treasurer