

ORAFS ExCom Minutes for 10/12/2006

Oregon Chapter American Fisheries Society
ExCom Conference Call, 12 October 2006
Approved by ExCom on 15 November 2006

Present were: Past President Barry McPherson, President Mike Reed, Secretary-Treasurer Ian Reid, Internal Director Neil Ward, Vice President Tom Friesen, President-Elect Doug Young, Student Representative Hayden Howell, External Director Brad Houslet, Administrative Assistant Danielle Warner.

Minutes—All

Mike sent out edits to the 22 August version; these are the only edits Ian has received. Danielle will coordinate edits on the 26 September minutes; ExCom should send their edits to her. The 9 August minutes were converted to pdf and are now posted on the ORAFS website.

Treasurer's report—Ian

Current Balances (as of 12 October 2006):

Checking:	\$37,706.82
Coastal Cutthroat:	\$12,631.11
Savings:	\$50.20
Northwest Fish Culture Conference (NWFCC):	\$13,785.00
Money Market (as of 3/31/2006)	\$65,189.19

Ian wrote checks to himself and Cory Sipher for AFS certified fisheries professional scholarships. He has worked with Mary Downs, the ORAFS CPA, on getting an extension to file taxes. The extended deadline is 15 December. He prepared and sent a fiscal year 2005 financial statement to Parent Society for use in their budget tracking. He needs to get a more current statement of the money market account balance forwarded on from the Administrative Assistant (AA). A check for \$3000 was recently written from the Coastal Cutthroat trout conference to one of the scholarship winners.

Budget—Barry

Barry sent out new proposed budget spreadsheets. There is \$80 that should have been paid to student paper and poster winners but did not get paid in fiscal year 2006 and will need to come out of 2007's budget. The 2006 annual meeting and workshops combined netted about \$30,500. A motion was made, seconded, and passed unanimously for Excom to approve the 2006 annual meeting final budget expenditures and income. A motion was also made, seconded, and passed unanimously for Excom to approve the fiscal year 2006 final budget expenditures and income with a net of \$6,648. For the 2007 budget, Ian will ask Mary Downs if we need to include the NWFCC account in our operating budget, even though it is not our money. Barry suggested not showing the fish

conference account but Ian will check with our CPA. One way is to show it as income and expenses and note it is not our funds to use, and all funds should be used by the end of the year by the NWFCC. We need to put down a value for AA contract (normal activities independent of the Annual Meeting). A separate contract has also been signed for Loretta through March, which needs to be included in the budget. We agreed to leave the Legislative Liaison cell blank for now, depending on the results of the ExCom decision. Mike suggested that a possible alternative would be to follow 2004 ExCom's example of approving \$1000 for all the External Committees. Barry added \$1000 as a placeholder for the Legislative Committee as well as the other External Committees. Mike stated that he will put this decision in the newsletter and ask for member input. Barry suggested putting \$2000 for the OSU subunit as a placeholder in the budget, and the final expenditures will be dependent on the grant proposal and ExCom voting. The proposed fiscal year 2007 budget will still be over \$1500 positive. Motion made, seconded, and passed unanimously for Excom to approve the fiscal year 2007 proposed budget expenditures and income, knowing that the budget might change as the year progresses. Barry will send out the updated spreadsheets to ExCom. A motion was made, seconded, and passed unanimously for Excom to donate \$500 to the Northwest Fish Culture Conference. Ian will ask Doug Olson if he prefers a check or an account transfer.

Legislative Liaison—Mike

There are two different sides to the liaison issue and Mike is interested in hearing ideas from the ORAFS constituency. He will be introducing the issue in the President's Corner. ExCom will reserve the right to hire a Legislative Liaison but will weigh the opinions of the membership in this decision.

Student Subunit Report—Hayden

The Subunit is considering asking for \$2000, instead of the normal \$1,000, due to the increased costs of the proposed Belize trip. The trip will be research based and includes marine and terrestrial work. Hayden has a 7-day itinerary that he will include to ExCom in his grant proposal.

Administrative Handbook—Mike

A revised copy updated by Loretta was sent out to ExCom and committees. Barry and Doug Young will check for accuracy and some appendices need to still get included.

Nominating Committee—Barry

There has not much activity with this committee. There is one suggestion for a potential ExCom member for next year, and Mary Buckman has also been contacted. The incoming President-Elect will have his/her work cut out for them with the 2008 Western Division Annual Meeting being held in Portland. Barry is including a blurb in the newsletter and will ask Loretta to spruce it up for recruiting the new President.

2007 Annual Meeting Updates—Neil

He is working on the banquet meal with Eugene Hilton. Texas Hold-Em tournament will continue again. We need to decide if there will be another activity after the banquet. A motion was made, seconded, and passed unanimously to have karaoke and the hold-em tournament. Entrees will be fish, meat, and vegetarian. Neil is working with a new event coordinator at the Hilton.

2008 Annual Meeting Updates—Neil

Dave Ward and Neil have been working with Western Division, DoubleTree, and OMSI about the meeting schedule and banquet. Tentatively it is planned to have the meeting start on Sunday with workshops, have concurrent sessions Monday through Wednesday, and have more workshops on Thursday. Doug proposed to have an ORAFS subcommittee assembled as a steering committee to guide the 2008 Western Division meeting including meals, invited speakers, workshops, etc. People interested in this subcommittee should contact Neil Ward. The registration fee for this meeting will be about \$260, over double what the normal Oregon meetings are.

Online Registration Updates—Danielle

Excom needs to ask the Hilton if there is an extra fee for vendors (for electricity or space) that we need to add to the online registration form. Barry noted the registration fee we charge vendors is very low relative to other conferences. Mike said we will raise the registration fee for vendors to \$300. Danielle will work with Mike on getting this form updates. Neil and Danielle also need to coordinate on the costs of the meals, rooms, etc. to get them on the form. Barry and Neil felt the online registration doesn't need to be set up until December, because most people don't register until December or January. Danielle and Loretta are co-preparing an article in the newsletter discussing the online registration.

Danielle needs to update the 2007 Annual Meeting webpage, convert to pdf, and send on to Brad, who will forward to the webmaster.

Program—Doug

Two workshops are virtually organized (Spring Chinook and Species Translocation), and he needs someone to chair the grant writing workshop. Doug is working on expanding the number and breadth of technical sessions. Doug will hold five sessions (includes one graduate student) with contributed papers.

Student-Mentor Social—Tom

Some good ideas came out of the 22 September meeting. A conference call has been set for 1 November with Doug Markle and Hayden and Brad Houslet to discuss the student-mentor session. Laura Tesler and Mary Buckman are also interested in being involved. There is nothing new to report on the raffle and auction. Martyne asked if she had the same raffle-auction budget as last year. Tom will be working on student volunteer coordination when he gets back from vacation. Mary Buckman could be a possible lead for coordinating student volunteers.

External Committee Report—Brad

Has made contact with some of the committees and is trying to get feedback about how things are going. The committees should bring issues to ExCom through Brad. Likewise ExCom should work through Brad to bring issues to the committees. Brad told Doug Markle he will be the lead for student volunteer coordinator and has received a lot of emails from students. Brad will forward those on to Tom, as Tom will now be the lead.

Upcoming Meetings

Conference call on 15 November from 1:00 to 3:30 p.m.

This meeting was adjourned at 4:05 p.m.

Respectfully submitted,

Ian S. Reid
Secretary-Treasurer