

Oregon Chapter of the American Fisheries Society
ExCom Retreat Oregon Department of Fish and Wildlife Headquarters
Salem, OR, 26 September 2006
Approved by ExCom on 15 November 2006

Present were: President Mike Reed, President-Elect Doug Young, Vice-President Tom Friesen, Student Subunit Director Hayden Howell, External Director Brad Houslet, Raffle and Auction Committee Chair Martyne Reesman, Outgoing Administrative Assistant Loretta Brenner, Incoming Administrative Assistant Danielle Warner.

This meeting was called to order at 10:10 a.m.

Budget- All

Mike presented the budget review in Barry's absence. Mike reviewed the budget sheets of the revised draft budget with ExCom and conveyed Barry's comments about the budget per Barry's email comments. ExCom members were asked to respond to Barry's questions about specific budget information so that the budget could be completed.

On-line Registration Update-Loretta

Loretta presented the information she has gathered on companies to be considered for the new electronic registration process for the 2007 annual meeting. She went over the specifics of four companies: Activa, 123signup, Cvent, and OSU conference services, discoing the pros and cons of each company. Loretta presented quotes and information to ExCom about each of the companies' electronic registration processes that included services and bids. Of the four companies it was decided that Cvent was not a good fit for the needs of ORAFS, as it was more expensive and directed towards larger organizations than ORAFS who might hold several meetings per year. Activa and 123signup were cost effective but it was decided services provided by these companies would still require a significant amount of work to be done by the Administrative Assistant for the annual meeting adding to costs. Loretta explained that OSU might be a better option because of the additional services they can provide and because a person could meet with OSU face to face if necessary because they are local. In addition to OSU's normal online registration services, they also can print and put together name badges, print meal cards, stuff registration envelopes with necessary materials, and provide a person for the first day of registration at the annual meeting to assist with onsite registration and the handing out of annual meeting packets and information. Additionally, OSU handles any online registration problems, questions, issues with credit cards, etc. It was discussed by ExCom that having help with these additional services would help to support a smoother annual meeting during a transition year with a new Administrative Assistant. Loretta had discussed with OSU the possibilities of a cost cut if ORAFS would make a two-year agreement with OSU for the 2007 annual meeting and 2008 joint Western Division meeting. It was decided by ExCom that Oregon AFS would contract with OSU Conference Services as a vendor for online registration. Danielle Warner, the incoming

Administrative Assistant will be following up with OSU to get an official bid from OSU detailing what the cost cuts would be with a two-year agreement.

Administrative Assistant Report-Loretta and Danielle

Loretta will be compiling the fall newsletter and plans to have it out by mid-October.

Loretta presented a contract to ExCom in case she has additional hours worked after September 30th to help train and assist Danielle with questions that may arise. A motion was made by Tom and seconded by Doug to accept Loretta's contract for additional administrative support during Danielle's transition. The motion passed unanimously.

Due to Danielle being located in Washington and living a far distance from Portland Danielle asked if the Post Office Box currently located in Oregon be moved to Washington. ExCom decided that all Chapter contact materials (phone, fax, mail box, email) would shift to Danielle's WA location. Danielle was instructed to begin developing these resources, and notifying ExCom and membership (via fall newsletter and ORAFS website) of updated contact information.

Student-Mentor Social- Tom

Tom discussed possible ways the student mentor social can be improved upon for the 2007 annual meeting. Items discussed by ExCom pertaining to this included having someone speak at the beginning of the student-mentor social to give more direction to the goal of the social and having students come prepared with questions they would like to ask professionals. ExCom also discussed the possibilities of not having alcohol available at the student mentor social and ideas about having a concurrent social occurring in different room so the student mentor social would be more focused upon students meeting with professionals and less on a drinking. Brad Houslet was asked to contact Doug Markle to coordinate a new strategy for the mentoring workshop. Registration form must have a place for students and mentors to sign up. ExCom determined that no alcohol would be served at the mentoring session, and Neil Ward will plan the social hour associated with the Poster Session/Social to occur at same time as Student Mentoring Session to draw "gate crashers" away from the mentoring session. Might need a smaller room.

New Information and Outreach Committee Expectations- Martyne

Martyne asked that a better description be provided to her of what the expectations were for the Information and Outreach Committee. It was suggested that an outline of committee expectations or goals be provided in the Administrative Handbook.

Banquet and Raffle Streamline -Martyne

It was suggested and decided upon by ExCom that the banquet and raffling process be more streamlined for the 2007 annual meeting. Changes that will be made for the

banquet and raffle include: 1) reducing the number of oral auction items, 2) increasing the number of silent auction items, and 3) when a raffle ticket number is called, the winner selects their own raffle prize.

Martyne let ExCom know that Clackacraft could provide a drift boat at cost to ORAFS to use as a raffle ticket item for the 2008 Western meeting.

Arrangements for Annual Business Meeting- Doug and Mike

Mike and Doug discussed the possibilities of having the traditional Business Lunch held on Thursday changed to an Awards Lunch instead. Awards to be presented at the Awards Lunch would be worker of the year, scholarship recipients, Western Division and National awards, etc. On Friday morning, a Business Meeting will be held in lieu of the traditional Business Lunch so that business could be conducted in a more controlled environment with less noise and more focus. Possible business meeting topics would include a discussion over the merits of hiring a legislative liaison. Mike was going to solicit member input in the Fall newsletter to determine if this would be needed.

Program for Annual Meeting- Doug

Doug went over the theme for the 2007 annual meeting 'Big Fish Over Big Dams' and explained the convened and plenary sessions planned for the annual meeting. Plenary speakers were discussed, as was the possibilities of having a grad-student led technical session. The source of cover art, and art theme, was also discussed. Doug asked for input on cover art design. Doug presented ExCom with tentative workshops to be held at the annual meeting. These three workshops are 1) Species Translocation, 2) Spring Chinook Fisheries and Conservation, and 3) Grant Writing.

Coordination of Student Volunteers- Brad

Discussions occurred on the best ways to coordinate student volunteers for the annual meeting to help with AV needs, selling merchandise, registration desk, etc. Hayden and Brad will be working closely together on this to help coordinate student volunteers from OSU at the annual meeting. Brad to contact key players (Doug for technical session volunteers, Kristy Fellows for Poster Session volunteers, etc) to determine how many volunteers are needed.

Student Subunit Report- Hayden

The student subunit has been focusing on getting transfer and freshmen students involved with the Fisheries and Wildlife Club. So far this year the Club has been on a rafting trip on the McKenzie River and Nancy Allen from OSU's Fish and Wildlife Department has taken freshman students to the Hatfield Marine Science Center and the Hatchery Research Center at Fall Creek. Hayden reported that the Club is working on having a trip every other weekend that tentatively includes a trip to Gold Beach to examine fry use of reconstructed wetlands, seining for brood stock at Indian Creek Fish Hatchery, and a

Wildness Survival Trip. To incorporate wildlife aspects into the Club, there are plans for the club to visit Basket Slough and the Jewell Elk Refuge. The Fisheries and Wildlife Club would also like to be involved more with volunteer opportunities in their community. There was a discussion of Mike attending a Fisheries and Wildlife Club meeting to speak with students about opportunities with ORAFS. Hayden reported that the Club wants to do a spring trip to Belize and he asked if it was possible for ORAFS to help support the trip financially in some way. It was discussed by ExCom how student volunteers could possibly trade volunteer time at the annual meeting for a financial contribution towards the Belize trip.

Legislative Liaison- Mike

Mike discussed options on how ORAFS should proceed with a legislative liaison position. This discussion will be followed through with at the next conference call.

Upcoming Meetings

A conference call will be held on Thursday October 12, 2006 from 1-3:30 p.m.

The meeting was adjourned at 2:17 p.m.

Respectfully submitted,

Danielle A. Warner
Administrative Assistant