



DATE: July 23, 2009
TO: ORAFS EXCOM
FROM: Neil Ward
SUBJECT: Draft Minutes for the July 23, 2009, ORAFS EXCOM conference call

ITEM 1: Review and Approve Agenda

Rich, Martyne, Neil, Shaun, Demian, and Christy in attendance. Agenda approved without changes.

ITEM 2: Presidents Update

- Riverhouse has decided to cut a single cheque for \$4400 on signing the contract (as opposed to a cheque for \$2200 and donation in Feb 2010 for the annual meeting). Contract does include language to protect ORAFS against overbooking room nights
- ORAFS was selected as Chapter of Year against Indiana and Texas. Neil will contact Bob Hughes to see if he can receive the award given that Rich and Neil aren't planning on attending. Rich asked whether we should have Chapter Rep involved in other discussions-Neil confirmed that we don't really need a representative for anything else.
- Piscatorial Press was due out on 15th. This hasn't been completed yet but Neil will be sending a list of needs shortly.

Comment [P1]: Dates for AM 2011?

ITEM 3: 2010 Budget and Workplan

Neil mentioned that OSU will not provide support for students to travel to the 2010 annual meeting. This will require planning to ensure students can attend, particularly for travel, hotel rooms etc. Neil believes we should make every effort to provide this opportunity. Rich agrees and plans to budget for plenty of student support. It was also noted that the 2010 annual meeting could suffer financially from the poor economy and probable lack of support for many members to attend.

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In preparation for workplan revisions, Rich queried the ExCom for their priorities:

- Neil: would like to see the E&O grant program continue but feels that we should put it on the backburner given the problems at OSU and the need to improve funding for students in 2010. This does not affect the remaining \$6K that was not committed from the 2008/9 grant cycle.
- There was general agreement that we do not need to provide sponsorship to OSU grad student symposium. The money may instead be used to support students at the annual meeting.

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Excom held an open discussion on items to include in the workplan

- Neil also felt we should investigate providing a workshop that is held separately from the annual meeting, if it fills a need and can be done profitably
- Excom also felt that there is a need to challenge the student subunit to compete with the achievement of subunits from other chapters. Shaun suggested using some of the subunit funds to target a specific project run by the subunit (competitive bidding process).
- Excom should continue to encourage involvement from other schools. This could involve a travel assistance program.
- Demian: questioned whether we should continue the legislative liaison. If the Parent society is going to focus on this then perhaps we should consider following on from 09. There was general consensus that the liaison has been useful and should be continued. **Jeremiah should provide a better idea of cost in coming year.**
- Excom should continually review alternative meeting sites (e.g. coastal facilities) to see if they can handle us to maintain geographic diversity and economic competition. For instance, consider repeating at OSU in 2012. Deleted: holding an annual meeting
- General agreement to hold registration costs at the current level for the 2010 annual meeting and try to lower costs to ensure a reasonable profit. Rich's priority will be supporting the annual meeting and maximizing participation in it. Deleted: . ¶

Rich suggests we use the Sunriver house for a fall retreat. The primary goal would be workplan related, annual meeting planning. Rich will poll Excom for a date (pref late Oct) **Neil will check availability of the house for Oct 22 (preferred date)**

ITEM 4: Student Registration and Participation – ORAFS Annual Meeting

Christy discussed her outline for student involvement at the annual meeting.

- There was agreement to charge a base fee of \$20 (incl lunch) for registration for all students. Volunteers would receive free lodging and workshop registration. However, workshop registration is provided on a first come/first serve basis subject to availability of space (after accounting for paying members)
- No late fee for students but late registrants are not eligible for free housing or workshops.
- No cap on volunteers
- Extra duties for volunteers: Include Poster setup and takedown, loading of supplies for Excom at end of meeting.

- Need to plan for training students throughout the meeting. Excom will investigate having students sign-up for a time slot which carries a condition of training at a specific time using 123.
- Include a line to note that additional student support will be considered on an annual basis. Deleted: for lodging
- Student liaison can run the sales table. Neil and Christy will talk to Shivonne.
- Student/Mentor session start at 6:30 run till 8 (follow speed dating format)

Rich suggested that these guidelines could go into Handbook to provide guidance for future Excom.

ITEM 5:
4:45-5:00

Upcoming meetings
August 20, 3:00-5:00 (ExCom)
2010 Annual Meeting Planning Committee - TBD