



**DATE:** December 16, 2010

**TO:** ORAFS Executive Committee

**FROM:** Michele Weaver, Secretary/Treasurer

**SUBJECT:** MINUTES for ORAFS Executive Committee Meeting, Dec 09, 2010  
from 1500-1700

**Conference Call Information:** 1-877-393-3856 Passcode: 495-819

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Present: Michele, Rich, Demian, Colleen, Shivonne, Jason, Justin, Jeremiah.

1500 ITEM 1: Review

1. Introductions, life, and work updates – none to report
2. Contact Information (ExCom and Chairs) – no changes
3. Approve Previous Minutes: Nov 11 – hearing no changes, consider approved. Michele will send to Kara for posting (and also last months).
4. Review Today's Agenda – looks good.
5. Action Items from Nov 11:
  - a. Check online email accounts and set up forwarding – some are having some trouble with firewalls.
  - b. Michele to send Kara Oct minutes for website – will do.
  - c. Demian to check storage for conference banner and swag – didn't find any banner and there is minimal swag
  - d. Demian will communicate with USFWS regarding 123- Demian had some e-mail communication.
  - e. Rich will make some edits to handbook and send around for review/edits – Rich is working on it, needs a little time to finish up, will shoot for a March deadline, will try for January.
  - f. Michele will get some information on investment options at Umpqua bank – will do this weekend when go into bank for deposits.
  - g. All are tasked with thinking about ideas for fall workshops. – Michele made note of an idea of a fish/wildlife/habitat workshop in relation to land use issues. Jeremiah reminded us of a previous idea about habitat connectivity with TWS. Seems like both ideas could combine for a good workshop.

1515 ITEM 2: President's Report

1. National/WD AFS – Updates from the chapters – chapter reports were given. General concerns seem to be similar between chapters, all are talking about recruitment, retention, and costs for meetings. The 2014 Western Division meeting will be hosted by the Mexico Chapter in Mazatlan. If for some reason that falls through, Oregon Chapter is the backup plan. The 2015 National meeting will be hosted by the Arizona-New Mexico Chapter.

3. Old business -- requests and issues

- OR Conservation Leaders Mtg Dec 13 – Attendance? – Tualatin National Wildlife Refuge next week. **Jeremiah may be able to go.** If not we will go to the next one.
- OWEB Conference, Pendleton – Recap (Rich, Colleen) – Seems like it was a worthwhile endeavor. Gave out some fishery magazine issues, had some sample journals and proceedings and some stream continuum posters. It all went to good hands. Got some good feedback and possibly spurred some people into joining or rejoining. Got some people signed up for the list serve. Would have liked to have an AFS banner, used a sweatshirt instead, and didn't feel the lack of poster was an issue.
- Online Scholarship Application – the budget for this project was approved via email since last ExCom call; the online application is now up on the website but may need a test-drive by Scholarship Committee to see how it works.
- Hardship Request – Fish Out Of Water Waiver (FOOWW) announcement went up on the website earlier this week.

4. New business – requests and issues

- Plan for updating Chapter Poster – we all think it would be a good idea to update the old and maintain a viable Chapter display poster as a stand-alone informational and recruiting tool. Best format would likely be a high-res DOC and PDF file which could be periodically updated, emailed to, and printed at about 4x4 ft on a plotter by various members for use at divergent functions, with no need to track and transport a hard-copy. Revision should include adding “[www.ORAFS.org](http://www.ORAFS.org)” prominently, and mention of professional awards we offer. **Jeremiah will follow up with Karen and her E&O committee to revise content and layout from old version.** Jeremiah has previously suggested we allocate monies to update our materials (printed and electronic). We should probably think about including this as a line item in our next annual budget.
- Other? - none

1530 ITEM 3: ExCom updates

1. Past-President

- Handbook Revision Status – in progress, see previous note
- Recruiting for ExCom – is in the works, the field is not yet full, looking for external director and president elect. Shivonne and Jeremiah queried whether they could somehow share the ED position, to split the load and back each other up. After discussion it was agreed that any such “sharing” would have to fit within current bylaws, e.g. one person as ED and the

other a “silent partner” or committee chair. Both Jeremiah and Shivonne would like to remain engaged and involved. Rich voiced appreciation, thanked each for their contribution thus far of 2-3 years on ExCom, and suggested the best way to remain involved “part-time” is via the committee structure and myriad of jobs involved within. Currently, Michele (S-T), Jason (ID), and Bill Brignon (VP) are confirmed ExCom candidates, and Rich welcomes any new suggestions for any position.

2. President-Elect

- Brief Annual Meeting Planning update – It’s still a go. 25 abstracts submitted so far, appear on track for >100 total. There may be an issue with the listserv or something; there was a group of people that didn’t know about the deadline. Colleen has not heard from all the external committees about chairing sessions. There may be a conflict with people on travel restrictions (USFWS) and also competition with the National AFS meeting in Seattle causing decreased abstracts. There are 11 people registered so far, but no vendors.
- AM Planning Call 12/14 at 1600 – Call in information? – was rescheduled to 12/15 at 1500.

3. Vice president

- Bylaw revision – sent Ira both an edited version and the track changes version to review. Demian would like to have a plan, not to keep the never ending revision/edit process. Ira basically suggested that we go to the national AFS website and start with the sample bylaws, then insert the elements from the OR Chapter that we think are needed. If we have to start over, it becomes a lower priority (because we won’t make it by the deadline of our February meeting). If we can incorporate the comments, and they are not rejected by the governing board, then we can probably still make it by the meeting. Shivonne will compare AFS suggested template with our existing version, and pick a course – default is to edit current document per Ira’s comments regarding nomenclature and refer back to ExCom review.

4. Secretary-Treasurer – minutes and money

- Recent income and expenses – money out went to NWFCC scholarships and reimbursement for meetings, money in came from the last of the SITC registration and sponsors and the chapter dues refund.
- Overall financial / investment status – Michele will get investment options from Umpqua bank this month.

6. Internal Director – arrangements, historian, awards, scholarships – awards and scholarship committee up and running. Scott and Mindy are ready to go.

Mindy will continue as the awards chair. Jason will prepare an e-mail to announce/inform we have an online scholarship application now.

Arrangements questions are plenty, but will hold most of them until the Dec 15<sup>th</sup> annual meeting planning conference call. Rich will send copies of the last Riverhouse banquet sheets to use as a template.

7. Student Representative

- Student Subunit structure review – everybody schedules are busy, it's the end of the term. Haven't got to the bylaws. Spring break trip to Yellowstone is in planning, trying to organize some volunteer projects. Waiting for next term schedules to get out so they can start working out the student bylaws. The student bylaws did start with the AFS template so they should be more up to date than the chapter ones.
8. External Director's Update
- Legislative Liaison Update – Sue has forwarded us a variety of things – not necessarily of direct interest to the chapter – but one is about an upcoming state land board meeting (she is attending) on Dec 14<sup>th</sup>. There is a recommendation to revise the lower Willamette Restoration Plan. There is probably not enough time for the OR Chapter AFS to provide a response, but depending on timing, location, and the agenda, we might provide a representative to attend the meeting. The Draft Forestry Program for Oregon is open for public comment until the end of December. Jeremiah will refer the draft to the Freshwater Habitat Committee for quick review of content and implications, and report back to ExCom as to whether it is advisable and possible for ORAFS to provide a more detailed review and official comments. The incoming Governor-Elect John Kitzhaber will have a number of volunteer positions; we talked about potentially weighing in or submitting names for candidates. Demian thought that was not an area we should get involved in. Jeremiah will ask for more information on what positions are open and the description (duties/responsibilities/commitments/timelines) of the vacant positions from Sue.
  - Committee updates – Barry McPherson will continue to be a part of the Advisory Committee of the Oregon Hatchery Research Center, he welcomes any comments/suggestions from ORAFS to pass along to the committee.
  - Website updating, archiving, and maintenance – status? – There has been no communication from Misty at the Central Oregon Community College about updating our website in her class. ProWorks, in Corvallis, is looking to do some pro-bono work for non-profits. They looked at our website and would be interested in updating it. They want to have a “vote-off” with three non-profit organizations and the winner would be selected to be updated at no charge. ExCom agreed to allow our website to participate in the “vote-off” as long as it didn't introduce any advertising or otherwise compromise our website. OSU currently hosts our databases and list serve. When Kara's office moves off the OSU server she may have more limited access to that information.
  - Other – ORAFS would like to know what technical advisory committees our members are sitting on. That would allow us to be better primed for issues that come up. Jeremiah will ask for that information in the next PP.

1630 ITEM 4: Fall Workshop(s)

1. Science and Policy for legislative staff

- planning committee and schedule – Sue Marshall, after querying a few legislators/staff, recommended a delay from winter to next fall
  - venue, budget – no discussion at this time
2. Others? (renewable energy development impacts, riparian connections, etc) – see previous comment

1700 ITEM 5: Upcoming ORAFS meetings

1. ExCom calls every 2<sup>nd</sup> Thursday 1500-1700 hrs
2. Annual Meeting Planning Call, Monday November 15, 1000-1200 – changed to Wednesday at 1500. Will be the same number and password as this call.

Meeting adjourned at: 5:06.

#### Action Item Review:

- Michele will send Kara Oct and Nov minutes for website
- Rich is working on handbook revisions, needs a little time to finish up, will shoot for a March deadline, will try for January
- Michele will get investment options from Umpqua bank.
- Jeremiah may attend the OR Conservation Leaders Mtg Dec 13.
- Jeremiah will follow up with Karen and her committee to get the chapter poster updated.
- Shivonne will edit bylaws document with Ira's comments and refer back to ExCom.
- Jason will prepare an e-mail to announce/inform we have an online scholarship application now
- Rich will send copies of the last River House banquet sheets to Jason to use as a template
- Jeremiah will refer the draft to the Freshwater Habitat Committee for quick review of content and implications, and report back to ExCom as to whether it is advisable and possible for ORAFS to provide a more detailed review and official comments. Jeremiah will ask for more information on what positions are available and the description (duties/responsibilities/commitments/timelines) of the vacant positions from Sue Marshall
- Jeremiah will ask in the next PP for information about what technical advisory committees that our membership is involved in.