



DATE: October 8-9, 2010
TO: ORAFS Executive Committee
FROM: Michele Weaver, Secretary/Treasurer
SUBJECT: Fall Retreat Minutes

Friday, October 8

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

1. Review (0830-0900) – call to order at 0836

- A. Introductions, life, and work updates
- B. Contact Information (ExCom and Chairs)
- C. Approve Previous Minutes: September 9 – motion to accept made by Rich, Shivonne second, no opposition, **Michele will send to Kara.**
- D. Review Retreat Agenda and Logistics (lunch, dinner)

2. External Director's Update (0900-1000)

- Legislative Liaison update (via Conference call with Sue Marshall) – Sue gave us an introduction and background information on herself, and then told us a little about the legislative process. Sue told us that the ORAFS white papers would be beneficial to help her understand our issues. Hiram's name was brought up as a resource to ask about any "hot topics" that the chapter should be involved in. David Moskowitz and Hiram Li have previously provided their lists of important issues (likely still relevant) that ORAFS should track – **Jeremiah will provide these to Sue.** The process itself is pretty fast paced and there is often little notice to respond to bills. Demian asked Sue what the most effective place for ORAFS involvement was and the reply was in the interim (between legislative sessions) and at public hearings. The legislative session is about support or not of bills, but the public hearings allow more time for presenting informational responses. Some of the important issues for this session include the marine reserves, measure 76, the reduction of copper in storm water runoff, and the mining bill. To succeed in these interactions we'll need an active Legislative Committee Chair - **Jeremiah will check whether Hiram is willing and able to continue in that capacity.**
- Committee updates - Marine Reserve Reviews – Scott did not get a response from any of the e-mails he sent out asking for committee



comments. There were quite few members of the committee that were involved with the marine reserve proposal so they had a bit of a conflict of interest. We still would like to go forward with a review. Sue Allen will pull out the primary pieces to review and if it is still possible we will try to review. We discussed ways to target individual ORAFS members and ask them to help. Potential reviewers suggested were Barry McPherson, Bill Percy, Hal Weeks, and Steve Parker.

Jeremiah will follow up with Scott.

- Website updating, archiving, and maintenance – status? – We have sent information to Misty Lambrecht’s class that was proposing to redo a non-profit’s website but have not heard a reply. **Jeremiah will contact her and try to get more information.**
- List Server Maintenance – **Demian will send Kara the OR Chapter e-mail list to see about updating our list serve.** We all agree that Kara can delete any e-mail addresses that get bounced back to her.
- Moskowitz requested Banquet Attendance re Hiram/Judy Li – We will provide information on Hiram and Judy’s accomplishments and suggest past colleagues from OSU that should be contacted to attend and provide additional information.
- Other? – Committee Chairs were requested to chair a session during the annual meeting – Ian Reid is planning on it, Ryan Couture has somebody lined up, Karen Hans is planning on it, Hiram has not responded, and Bob Hughes replied that he doesn’t have the time. **Jeremiah will follow up with the committee chairs.**

Break (1000-1015)

3. President’s Report (1015-1100)

- A. National AFS – Pittsburgh – there were about 1,400 people in attendance and it was a good meeting, but the imbibements were not at the same level as Oregon chapter meetings.
- B. WDAFS Update – There is a gap in the schedule of locations. Depending on what the Mexico Chapter decides to do there may be an opportunity for OR to fill in and host a WDAFS meeting in 2014, but the latest we should be able to host is 2016.
- C. Old business - requests and issues
 - OWEB conference, Pendleton, November 15-17 – they are holding a table space for us. Space cost is \$35, registration cost is \$190, and hotel cost is \$75. We think it will be useful to set up a booth. Rich and



Colleen can attend and ORAFS supports sending them with reimbursed lodging and registration.

- Participation – According to Parent AFS records, the Oregon chapter has 399 members and yet there are 573 National AFS members who live in Oregon. We agreed to attempt luring more Oregon resident AFS members to join the Oregon Chapter. Adding their email addresses to our listserv is considered the best way to start (if Kara is able and willing to do this) -- they can always “unsubscribe” themselves from it.
- ORAFS recruitment Poster Status and Condition - Colleen, Rich, and Demian will look at our poster (via website image) and update/edit content as needed. Goal is to print new one if necessary for use at OWEB conference Nov 15-17.
- Conservation Leaders Meeting October 18, Tualatin NWR (1300-1500) - Demian is planning to attend, as is Sue Marshall.

D. New business – requests and issues

- STEP Conference Sponsorship – We received a request to sponsor the conference March 26-27 near Tillamook, OR. Moved (Shivonne, Justin) to sponsor the meeting for \$500 as done in most recent years. After discussing pros and cons, nobody opposed, motion carries. Michele will send the check.

4. ExCom updates (1100-1245)

Note: Demian was not present between 1100 and about 1130.

E. Past-President –

- ExCom recruiting – Rich is working on updating the handbook and bylaws. He will attempt to provide proposed revisions to the bylaws and handbook revisions by the November ExCom conference call. ExCom members are all now a member of the Nominations Committee and their first task is to decide whether they want to run for the same or different office. Jeremiah is considering whether to run again for External Director, Colleen and Demian naturally succeed to next position, Shivonne is interested in the External Director position, Jason and Michele both agreed to run for a 2nd term in current positions, and Justin’s position is determined via the Student Subunit. The second exercise is to identify members who we consider good candidates for personal invitation to run. Names suggested included: Jeff Yanke, Bill Brignon, Susan Gutenburger, Lance Kruzik, Jenn



Graham, Mark Fritsch, Gene Shippentower, Joseph Feldhouse, Mary Edwards, Jim Harbeck, Jennifer Smith, and Seth White. For those who are running for a position, send in your candidate statement to Rich by Dec 15 for the Winter Piscatorial Press.

- Piscatorial Press -- Rich thanked ExCom members for all content provided thus far for the Fall issue while pointing out a few remaining needs. He emphasized to all the importance of getting draft material to the editor BY DEADLINE to allow time for quality editing, layout, review, corrections, and on-schedule publication. Goal is to maintain the improved format, content, and publication schedule of the newsletter – it is one of our primary member benefits and communication tools. Editor Allison is performing admirably and deserves our timely content and professional courtesy.
- F. Vice President – bylaws, resolutions, student issues –
- Bylaws and Handbook Review – Shivonne has not received any bylaws to resolve – Shivonne will oversee the student section of the bylaw resolution. Jason will send proposed language pertaining to Excom member’s removal from office to Shivonne.
 - Governing Board Involvement – it is worthwhile for us to be involved in the governing board meetings; we need to somehow make sure it is known that our presence is welcome at these meetings and Chapter Presidents are specifically invited.
 - Raffle and Auction – Shivonne is working on finding committee chairs for the 2011 annual meeting raffle and auction.
- G. Secretary-Treasurer – minutes and money – Michele will put an action item summary at the end of the minutes.
- Recent income and expenses – we are receiving income from the Salmon in the City workshop, both from sponsorship as well as registration fees.
 - Overall financial / investment status – Current balance in our accounts is Wells Fargo = \$84K, Umpqua Bank = \$98K, and western division investments = \$8K. Michele will set up an investment committee to discuss investing about \$75-100K and will include Shaun Clements and Mary Buckman. Michele will also talk to Umpqua Bank about investment possibilities.
 - Taxes – Shaun is working with Mary to complete this year’s taxes. We have received an approval for an extension, and Shaun and Mary are meeting soon to complete the paperwork for filing.



- Insurance – Shaun sent in the paperwork and money to be covered under the National AFS insurance policy.
- Other? – It would be helpful to have a generic e-mail address that will follow the ExCom position and not the individual in that position (ex. president@orafs.com). Demian will talk to Kara about setting e-mail up for ExCom positions.

H. Internal Director – arrangements, historian, awards, scholarships – nothing to report on the awards (Shivonne agreed to join the awards committee), historian has talked about making displays and scanning old documents to save the Oregon Chapter history. The online scholarship application process is in progress. Kara is inventing a new form and finding a way to include attachments. We need to get the word out, including clarification of eligibility, to increase the number of applicants. Justin will look into getting out scholarship information to the Oregon student assistance commission.

- NWFCC scholarship – Jeremiah will get an announcement to Ryan and include it in the Fall Piscatorial Press.

I. Student Representative

- Subunit Update – Justin will set up a meeting of the subunit to work on the bylaws. Would like to take out OSU specific language and replace it with “schools of Oregon”
- Outreach to Other Schools – would like to have a more expanded unit that includes other schools and other levels of participation. Trying to get away from the “undergraduate OSU club”

1200 - Lunch Arrives

5. Fall Workshop(s) (1245-1330) – the time is 1258

- A. Salmon in the City – the agenda is online, sponsorships have been acquired, and wine has been donated from Tyee. Jeremiah will e-mail Sue to invite legislative interests to the Salmon in the City workshop.
- B. Science and Policy for legislative staff -
 - Planning committee and schedule – Steven Kafoury has been contacted and provided a list of committee chairs to contact. Legislative aides should be polled to talk about important agenda items. The end of January seems like a good time to have a meeting. Jeremiah will determine if the end of January is a good time for this workshop, put



together an ad-hoc planning committee, and look for potential sponsors to pay for food and snacks.

- Venue, budget – Jeremiah has contacted the OLCV about a room for the workshop.
- C. Others? (renewable energy development impacts, riparian connections, etc.) We are tabling any other workshops for now, two in one year is enough. We will revisit this again after the 2011 ORAFS annual meeting. All ExCom members will generate an idea for a potential off-season workshop to discuss after the annual meeting.

6. ORAFS Diversity Program (1330-1400)

- A. Proposed Goal: Increase participation in ORAFS and fisheries in general by more disadvantaged groups. – There was much discussion about this goal and the definition of disadvantaged groups.
- B. Discussion regarding how to achieve this goal: most of the discussion focused on who the target groups would be and whether targeting tends to be more exclusive and divisive than inclusive. Goal revised to omit “disadvantaged groups” concept and tend toward increasing participation by all interested groups at early ages via education and outreach.
- C. Action Items and next steps – take this topic to the education and outreach committee with the goal being to increase awareness of fisheries professions in schools. Jeremiah will ask the education and outreach committee to discuss what the target age group should be and what the most cost-effective way to achieve the goal of increasing the awareness of fisheries professions in school-age kids is.

7. Seattle 2011 (1400-1445)

- A. ORAFS Role – we think the close proximity to Portland will provoke a good attendance from ORAFS members, while not impacting attendance at our own 2011 meeting. Shivonne and Rich are involved in planning committee activities, other ORAFS members also (e.g. Dave Ward program co-chair, Mary Buckman, Bob Hughes, etc.).
- B. Support (money, people) – ORAFS will sponsor the Seattle meeting for \$1,000. Michele will send the check to AFS2011-Seattle.

Break – Walk, Stretch, Re-Caffeinate

8. Annual Meeting Program Planning (1500-1700)

- A. Venue Walkthrough with Riverhouse Staff at 1500



B. Theme: Managing through Science Not Emotion

Key topics / examples? – We all like the theme.

C. Technical Sessions

- Organizers so far? Strategy for more? – Some will volunteer and some have to be recruited. We put together a list of possibilities with ideas for chairs.
- Poster committee chair? – There is really no need for a poster committee chair anymore. Poster duties include making sure the boards get to the location, coordinating the volunteers to set them up, placing names in locations that posters will be, coordinating the volunteers to re-locate boards after poster social, coordinating volunteers to take down boards, and ensuring transport back to storage location.

D. Workshops

- Instream Flow Methods – Tim Hardin is organizing.
- Photography– Rich is helping to define and organize but is seeking assistance from Jeremy Monroe and others also.
- Other Topics– other topics considered for potential workshops included electrofishing (which we decided was not going to work again), professional certification, resume building/interviewing techniques, presentation pointers, and fish screens workshop. Two workshops are sufficient, however another could be accommodated. Demian will contact Dave Ward regarding his interest/availability / suggestions for organizing either a presentation or fish screen workshop.
- No Free Students – students will have to pay \$25 this year to attend workshops. We thought that amount was low enough to be affordable yet high enough to discourage no-shows.

E. Vendor Displays (Past-President)

- Location – we discussed placing the vendors downstairs (Exhibit Hall) and placing all coffee breaks in the same location to encourage traffic. We also thought that it would be a good place for the bookstore this year. This will allow us to format Wed night as an actual Trade Show/Poster Social which we haven't had in at least 2 years, and encourage participation of more vendors. Exhibit space fees will be same as last year (\$400/500) but registration will NOT be included – this will streamline the vendor registration process, bring in more \$,



yet still be a good value for vendors considering the extra exposure and space. The online registration form will include a box for exhibit space.

- F. Venue Walk Through – ExCom participated in a walk through of the main spaces with Riverhouse staff. Jamie and Mark committed to improving the acoustics in the Exhibit Hall (may require us renting extra sound equip from outside vendor) and to developing menus that meet our budget (\$21 lunch, \$29 dinner before 19% service charge). Service charge (19%) applies to all food and service items, but not the A-V package price.
- G. Sponsorship Strategy (President) – Rich passed fundraising contact list and solicitation and invoice templates from 2010 on to Demian, and indicated that direct personal emails and phone calls were the best way to succeed.
- H. Website Status – Colleen will work with Kara to revise past website pages into the website for the 2011 ORAFS annual meeting.
- I. Important Dates
 - Call for papers: 1st 7/15 (PP), 2nd 10/15 (PP, LS), 3rd 11/30 (LS), Final 12/7 (LS)
 - Abstracts: Open 10/15, Due 12/10, notification of acceptance 1/7/11 (get draft schedule of talks on website ASAP for members to justify attendance)
 - Registration: open by 10/30, early ends 1/21.
 - Hotel block early registration ends 1/21.
- J. Program – We would like Heather Stanley to do our program layout again this year. Demian will contact Heather to see if she is available and get an estimate for same scope of work as for the 2010 program. Expectation is the cost may be less if same template is used without much layout revision.
- K. Scholarships – language has been revised by Scholarship Committee in the course of developing the new online form. Changes include NOT providing an AFS membership to winners to reduce headaches for Treasurer and AFS. Instead winners will be encouraged to use part of the lump sum (\$2,000) to retain membership and participate in chapter meetings.

1704 – Shivonne made a motion to adjourn for the day, Colleen second, there was no dissent.



Happy Hour

Dinner

Saturday, October 9

9. Review (0830-0900) – call to order 0845

- A. Leftovers and Action Items from Friday – there was more talk about generally getting members involved. Some ideas included sending out targeted e-mails (not just listserv), having a clear defined task to take to the committees, and informing the committee chairs exactly what is needed including direction.
- B. Review Agenda – looks good

10. Annual Meeting Logistics Planning (0900-1145)

- A. Riverhouse contract – Guarantees include xxxx total room nights and \$25k hosted food and beverage (including 19% service charge). Room block being reserved is 5 rooms Monday, 40 Tuesday, 160 Wednesday, and 150 Thursday and are priced at \$93 for a single and \$112 for a double. Contract schedule specifies workshop rooms to accommodate 35 people but we may need more space (PIT tag workshop had 75 last year). Jason will increase with Riverhouse.
- B. Meals (Lunch – menus, cost; Banquet – menus, cost) – Lunch and banquet fees will remain the same as last year (\$25/35), so we need to negotiate meals that are sufficient quality but do not exceed those costs (inc. service charge). Surveys in 2009 indicated dissatisfaction with venison burger and Arctic char. Jason will make menu choices this weekend and let Michele know so she can update the registration page.
- C. Beer (# kegs, cost per unit) – we will be getting 14 kegs at \$120 each. We nominate Neil to be the wine guy, and possibly also ask salmon safe if they want to arrange wine for us. Demian will call Neil and Dan Kent (Salmon Safe, Executive Director) to ask about wine. Mike Gauvin will remain imbibements chair.
- D. Breaks – we are following the past year time format for this. Jason will negotiate reasonable costs for coffee and other break items.
- E. Poster Session - there is no need for a chairperson. This year, because it will be in the same location as the trade show vendors, it will be called a Tradeshow/Poster social. Colleen will contact Doug Olson and Bill Brignon to arrange for the poster boards to be transported to the meeting.



F. Raffle Auction – Shivonne is looking for raffle/auction chairs.

G. Social Events

- Jam Session – Discussed timing of jam session and possibly placing it in the poster/trade show social. As an unfunded acoustic event. (Jam Unplugged) Colleen will talk to Paul Sheerer
- Texas Hold'em? – will be the same cost as previous years at \$25. Colleen will contact Dave Ward, Tom Iverson, and Tony Faast to see who wants to make the arrangements this year.
- DJ – we talked and agree that a band would be better than a DJ, will look for a local option and get cost estimates, and hope to stay within budget previously lined for jam session (\$750?)
- OSU/ODFW Social/Mixer – we think this is possible, but want it called an “OSU/ODFW sponsored mixer” to avoid any air of exclusion. It will immediately precede the banquet social. OSU will provide the food and ODFW will provide the beer and wine. All arrangements will be made by ORAFS and we will then bill OSU/ODFW, respectively, for reimbursement. Suggest limiting free beverage to beer, wine, non-alcoholic.
- Late Bar (socialization -) – talked with the Riverhouse people at the bar as well as our event coordinator and they said it would not be a problem to keep the bar open later (e.g. 0100) on the nights we will be there, to reduce potential for noisy room-parties. Jason will remind them as we get closer.

H. Registration – will try to be open by 10/15

- Set up fees and form – all fees will be the same as last year except the workshops will cost \$25 for students.
- Standard early member price (workshops and meeting)
- Non-member and late premiums - cancellation by February first will be possible with a \$25 fee. Jan 21 will be the last day for early registration.
- Student prices – as it was last year, students can register for \$25 (which will cover the cost of lunch)
- We talked about a young professional discount or offering “hardship waivers” to promote attendance by un-funded/unemployed persons. Rich will draft an outline for such a program for possible implementation after Fall PP goes out.

I. Schedule at a Glance - reviewed last year’s schedule and didn’t see a need to change it too much.



- Review for space & timing – didn't go over in detail
- Workshops – will be priced at \$125-member, \$175 non-member, and \$25 student.
- Vendor Displays vs. Tradeshow (layout and location) – we will put everybody in the downstairs location this year and see how it works out.
- Plenary time and timing – Unchanged from Schedule at a Glance.
- Business meeting/ Awards Lunch – talked with the event staff and came up with a solution of rotating the focus along the long wall, setting up a stage riser, and getting more speakers for better sound.

11. Wrap-up and Action Item Review (1145-1200) – meeting adjourned at 1155

Review of action items:

- Michele will send Sept 9 meeting minutes to Kara.
- Jeremiah will follow up with Scott about the marine reserves review.
- Jeremiah will contact the school and try to get more information about updating our website.
- Demian will send Kara the OR Chapter e-mail list to see about updating our list serve.
- Colleen, Rich, and Demian will look at our poster and update/edit as needed.
- Michele will send the check for the STEP conference.
- Rich - Language for the bylaws and handbook revisions are due by the November ExCom conference call.
- For those who are running for a position send in your candidate statement by the end of December.
- Shivonne will oversee the student part of the bylaw resolution.
- Jason will send language pertaining to the removal of Excom members from office to Shivonne.
- Shivonne is working on finding a committee for the 2011 annual meeting raffle and auction
- Michele will set up an investment committee to talk about investing about \$75-100K and will include Shaun Clements and Mary Buckman.
- Michele will talk to Umpqua Bank about investment possibilities.
- Demian will talk to Kara about setting e-mail up for ExCom positions.
- Shivonne agreed to join the awards committee
- Justin will look into getting out scholarship information to the Oregon student assistance commission.
- Jeremiah will get an announcement to Ryan re: the NWFCC scholarship and get it into the fall PP
- Justin will set up a meeting to work on the student subunit bylaws.



- Jeremiah will e-mail Sue to invite legislative interests to Salmon in the City workshop.
- Jeremiah will ask around to determine if the end of January is a good time for the legislative workshop, put together an ad-hoc planning committee, and look for potential sponsors to pay for food and snacks.
- All ExCom members will generate an idea for a potential off-season workshop to talk about after the annual meeting.
- Jeremiah will ask the education and outreach committee to discuss what the target age group should be and what the most cost-effective way to achieve the goal of increasing the awareness of fisheries professions in school-age kids is.
- Michele will send the check to AFS2011-Seattle
- Colleen will work with Kara to put together the website for the 2011 ORAFS annual meeting.
- Demian will contact Heather to see if she is available to make our program
- Jason will make meal choices this weekend and let Michele know so she can update the registration page.
- Demian will call Neil and/or salmon safe to ask about wine donations.
- Colleen will contact Doug Olson and Bill Brignon to arrange for the poster boards to be transported to the meeting.
- Colleen will talk to Paul Sheerer about the jam session.
- Colleen will contact Dave Ward, Tom Iverson, and Tony Fast to see who wants to make Texas Hold'em arrangements this year.
- Colleen will recruit local band for banquet entertainment.