



**ORAFS Executive Committee
Fall Retreat MINUTES
October 21-22, 2011**

Present: Demian Ebert-Past President, Jason Kent-Internal Director, Colleen Fagan-President, Shivonne Nesbit-External Director, Jeff Yankee-President Elect, Michele Weaver-Secretary/Treasurer, Bill Brignon-Vice President, Allison Estergard-Student Subunit Representative (Saturday only)

Friday, October 21 - 1300-1700

1. Review (1300-1330)

- A. Introductions, life, and work updates
- B. Review Retreat Agenda and Logistics (dinner, etc.)
- C. Previous Action Items
 - a. Post Minutes from July 14, 2011 and August 11, 2011 - Michele - done.
 - b. Approve Previous Minutes: September 26, 2011 - approved, Michele will post.
 - c. Revised Budget Posted - Colleen - yes, Kara will post.
 - d. List of Available Scholarships to Bill - Jason - unsure about this item - remove.
 - e. Conservation Leader's Meeting - Colleen to follow-up with Jeremiah - Jeremiah sent out his notes from the meeting and his e-mail exchange with Liz Hamilton to ExCom.
 - f. Overall financial / investment status - Colleen will check recent handouts from WDAFS ExCom and forward to Michele - done.
 - g. Investment Committee - Bill might see Shaun Clements next week and follow-up for Michele (looking for recent chapter records) - done with transfer.
 - h. Funding Request RAFWE - Colleen will contact Jennifer Rowe regarding specific dollar amount - contacted Jennifer and she sent a request for a donation of up to \$1,000. (table approval until further discussion on Oct 21)
 - i. ORAFS Review of Representative DeFazio's Snake River Issues - No action / no foreseeable action - will remove from Action Item list.



- j. 2010 PIT tag workshop information to Jeff – Demian – done.

2. President's Report (1330-1415)

- A. National AFS Debriefing, Seattle – Dave Ward hosted a debriefing meeting to discuss perceived pros and cons of the Seattle meeting with a focus towards planning the 2015 meeting. There was good discussion about what we liked and didn't like, what worked and didn't work.
- B. 2015 National AFS Planning – Early planning is needed for 2015 venues for socials (Colleen is social chair) – Have used the Zoo previously, so would like to look at other options for the Grand Social. Demian previously recommended Oaks Park and the Veterans Memorial Coliseum. Michele mentioned a waterfront park idea (similar to a blues fest) with local breweries/wineries, food carts and music.
- C. WDAFS Update – Demian participated on yesterday's call. Final fiscal numbers from Seattle Annual Meeting are not available yet, so WDAFS unable to finalize FY2012 budget. It is estimated that there will be a profit of about 15-20 thousand dollars. Plan to finalize budget next month. WDAFS ExCom (includes ORAFS President) votes to approve budget. Discussion about how to allocate the expected profits from the Seattle 2011 Annual meeting included: Updating website is a high priority, as is supporting student travel and supporting travel to attend the 2014 WDAFS meeting in Mexico. WDAFS is currently reviewing paying for one member from each chapter to attend and hopes the chapters would provide financial support for one additional attendee. Increasing scholarship awards or adding an undergraduate student scholarship was discussed as a possible use of the money. The annual student colloquium was held in Missoula – attendance was small. The 2012 WDAFS meeting in Jackson has only room for 500 people so register early. Newsletter items are due Nov 11. The Cal/Neva chapter is still trying to find a venue for their 2012 annual chapter meeting.
- D. Old business - requests and issues
 - a. Klamath Relicensing/Dam Removal – trying to get some ODFW involvement with writing a white paper – didn't have much luck. Demian was asked to draft a letter for the water quality section of WDAFS. Since it's a trans-boundary issue, Oregon and Cal/Neva could cooperate. Demian will draft the letter, and rely on the position paper already in place on dam removal as a starting place. – no timeline.



- b. Web Site Updating – Originally Jeremiah was working with a company in Corvallis to update the ORAFS website at no charge. We think it’s time to move this process forward. The Idaho and Alaska chapter recently updated their sites. AK hired a company to do the legwork, but they are using a very user-friendly software package (WordPress) so the chapter can update as needed. They are very happy with the outcome. They paid about \$5,000 for this project which started from scratch. WDAFS is hoping to update their site using their existing platform, hopefully for less than what the AK chapter paid. Demian sent Kara the information about WordPress and our hosting site is compatible with that software. Colleen will work with Kara to get this moving forward.
- E. New business – requests and issues
- a. Travel reimbursement – per diem vs. invoices – Colleen recommended going to a per diem process for reimbursing travel. The choices are to have a set per-diem or have individuals submit receipts for reimbursement. As it stands there is no clear-cut definition of what is reimbursable during ExCom activities. Per-diem would be based on GSA standards or some other standardized rate. Points to consider are that some ExCom member’s work places support their travel and re-imburement is not always needed for all expenses. Also, some may choose to pay out of pocket and then later itemize their expenses as deductions on their personal taxes. Per-diem may increase ORAFS chapter expenses. Some individuals on travel status rarely use their entire per-diem amount. This may increase our travel budget. Another point to consider is the question of if ORAFS as a nonprofit organization can follow GSA standards. We are unsure about non-profit organizations tax responsibilities and what rules we should follow. We need to look into this more. There is an official process in the handbook as far as getting reimbursed; we all should review to make sure we are following ORAFS handbook protocols. Colleen will look into if, as a non-profit, we can use per-diem to cover travel expenses. She will talk with Dave Ward/Mary Buckman to see how WDAFS handles travel reimbursement. Michele will talk with the National Secretary/Treasurer. Michele will look into tax rules.

3. Past President’s Update (1415-1430)

- A. Handbook Revisions – Were due to Demian by the 10th and he received none. Demian will give the handbook a final review and we will go with the current



version until more changes are needed. It's a working document, and will be revised as necessary.

- B. Membership Drive – no action to report at this time.
- C. ExCom Recruiting – Demian sent messages to the incumbents. Shivonne is on a 2-3 year plan as external director. Bill will run for a second term as vice president. Michele is going to run as internal director. Jason needs to step down from ExCom for a little while due to work time issues. All - need to get position statements in to PP by mid-December.

4. Vice President (1430-1445)

- A. Student Bylaws Revisions – Bylaws are the foundation of the student subunit. Bill recommends revising/drafting the confusing student subunit bylaws using the student subunit template on National AFS website. There is much confusion as to the roll of the student subunit. The ORAFS fisheries subunit and TWS wildlife subunit are combined. Therefore, the Subunit ExCom represents AFS and TWS subunits. Bill was informed that the club is not large enough to support two individual subunits. Also, the fisheries and wildlife undergraduate degrees are now combined into one degree. Furthermore, the graduate students have disassociated from the subunits instead focusing on their own club (RAFWE). Also, the undergrads feel disconnected from the professors – while the grad students have a connection. Megan is the president of the joint TWS ORAFS subunits. Allison is the liaison between ORAFS and the student subunit. There was much talk amongst ExCom about the problems, people involved, gaps between undergrads and graduate students, and how to address this issue.. The following was decided upon as a process to move forward: Step 1: Revise the bylaws to lay the foundation for the organization. The most expedient way to get that done is to do it through ORAFS ExCom (Bill) to get the ball rolling. Bill will update the bylaws following the template on the AFS website.
- B. Outreach to Other Schools – will occur once the bylaws are completed.
- C. RAFWE funding – It was suggests that we should put restrictions on the funding – such as ORAFS recognition or some sort of ORAFS involvement. It was also suggested that we fund at \$250. However, we donate towards other conferences without stipulations. One of the ORAFS goals is to support future fisheries professionals. We opted to support RAFWE at \$500. Michele will send the check.



5. Student Representative (1445-1500 – moved to Saturday 0830)

- A. Subunit Update - working on bylaws (see Item 4A). Agreed there needs to be more communication with graduate students and direction from ExCom. The new officers voted in last spring are unsure where the subunit is going and how the bylaw changes will be impacting the subunit. We need to get all the students (grad and undergrad) involved for there to be an effective subunit. There is an Oregon State University AFS and TWS Student Chapters facebook page. Allison will post updates as things happen within the chapter (meetings, PP)

6. Venue Walkthrough with Hilton Staff (Friday at 1430 or 1500) -

Walk through was completed with room changes made as necessary.

7. Secretary-Treasurer (1600-1615)

- A. Recent income and expenses – there have been no income or expense this past month
- B. Overall financial / investment status – With no income or expense this past month the financial status is unchanged. The updates received from WDAFS show the endowment fund has decreased in value this month as a result of the current stock market.
- C. Investments committee – The committee is up and running. Michele sent out an e-mail calling for action. Dave Ward, Jason Kent, and Bob Hughes will provide input and we are moving forward with identifying goals, strategies, and decisions regarding what should be invested and where.
- D. Taxes – received past paperwork from Shaun, will start putting together the necessary pieces. Michele will contact Mary Buckman, who agreed to assist with taxes, and set up a meeting.
- E. Insurance – done last month

8. Internal Director (1615-1630)

- A. Awards Solicitation – there were some problems with committee time commitments last year and think that updating the website and the earlier deadlines this year will help.



- a. Professional Awards – nominations due December 9th – There was a question about awards to WA residents or WA workers that contribute to Oregon fisheries? This is a gray zone but we decided that it would be considered if nominations are received. Jason would like to get the application process up on line. Kara worked with somebody at OSU to get the scholarship application online for a small cost. The outcome was a little “clunky”, but workable. We can do the same for award applications. We decided to wait for the website update before putting together an online application for awards.
- b. Student Scholarship Application Deadline – December 31st. A list of names with contact information will be developed to send information to on scholarship opportunities and the application process. The Internal Director will be the keeper of the list.

9. External Director’s Update (1630-1650)

- A. Legislative Liaison update – Sue Marshal sent the 2011 status of ORAFS tracked bills. We discussed tasking committees to do something, but it is hard to respond in short timeframes. Most of these bills will come around again so now would be a good time to get things moving in preparations for next session. We discussed committee structure – do we task or do we let the committees provide their own tasks. Sue gave us what appears to be a good starting point. Our hope is that if we can come up with one or two priorities for each committee, we can get them revitalized and drum up more interest. We can provide a list of needs and let the committee drive the process. We decided to use the annual meeting as the venue to get the ball rolling.
- B. Committee updates - Marine Reserve Reviews – e-mailed Scott and Selina Heppell but didn’t get a reply
- C. Fish Entrainment / Screening Issues – Shivonne will look at the issue this fall and think about tasking a committee to move forward.
- D. Twitter Account – Shivonne hasn’t been tweeting, Demian has. The only people with access right now are Demian, Jeremiah, Shivonne and Colleen. Social Media – Demian will provide a sidebar about social media for the next Piscatorial Press. Shivonne will update facebook.
- E. Sue Marshall – new contract? She would like to continue and thinks it would be a similar dollar amount. Sue will send us a proposal.



10. Fall Workshop(s) (1650-1700)

- A. Science and Policy for legislative staff –Based on discussions with legislative staff, Sue believes there is no support for this type of workshop. Instead she recommended another Salmon in the City Workshop or something similar. Sue, Shivonne, and Jeremiah will be convening a legislative symposium at the 2012 annual meeting. Based on how this symposium is received, we may pursue a science and policy workshop. We will remove this from the agenda for the time being.
- B. Estimating natural origin returns – how to work with data. This topic applies to more than the Columbia Basin – It could be a good joint chapter workshop and include Idaho chapter. Jeff will have no time until after the annual meeting to think more about this.
- C. Others? (renewable energy development impacts, riparian connections, etc) – this is a placeholder for any ideas for fall workshops. There was none added at this time.
- D. We decided that we should shoot for a fall 2012 workshop.

Saturday, October 22 – Meeting re-started at 0830.

11. Annual Meeting Program Planning (0830)

- A. Theme: Weaving Fish into our Social Fabric
- B. Key topics / examples?
- C. Plenary Session
 - a. Speakers – There are two speakers at this time. Bill Bradbury will bring the perspective from the legislative standpoint and also the Save Our Wild Salmon nonprofit organization point of view. He is currently serving on the Power and Conservation Council. Eric Queampts – Umatilla Tribe executive director. He will discuss protecting, conserving and enhancing the first foods that are served at tribal ceremonial dinners. These include water, salmon, berries, roots and wildlife. He has given this talk all over the world. Jeff is still looking for a third speaker. Possibilities include Ken Bearly, the executive director for OWEB or the president of the Oregon watershed council.
 - b. Funding - Jeff asked if we have the funds to comp the plenary speakers' lodging. We will comp one plenary speaker's lodging. If any others want lodging, the funds will be subtracted from the honorarium budget.



- c. Dinner - We discussed having a plenary speaker lunch or dinner. A dinner with the plenary speakers will occur Tuesday, February 28.
- C. Technical Sessions – room for 180 talks max. Have about 80 talks planned right now based on solicited symposia.
 - a. Organizers so far? Strategy for more? – Jeff has some contacts to tap into if we need to drum up more. A couple people have contacted Jeff with some additional ideas. We threw around ideas about other topics, other session organizer ideas, other organizers to bring in. Jeff will tap into those ideas if needed.
 - b. Abstract update (oral vs. posters; students) – Kara and Jeff will get the online submission form up and running. It will be ready to go next week.
 - c. Poster committee chair? Bill will bring the poster boards. Jeff will give Bill a map to organize the poster layout.
 - d. Moderators and time keeping. Jeff has already communicated that time management is a high priority. We discussed how to keep conveners on time. We will put a student in every room to assist the conveners with time management.
- D. Workshops
 - a. R – original plan was to have an 8-5 Tuesday workshop. Jeff will talk with Pete and Ariel and see if a Tuesday afternoon – Wednesday morning timeline will work.
 - b. ESA – presenters also requested a one day 8-5 schedule. Shivonne will schedule the people who can only come on Tuesday to present in the afternoon and the others can present Wednesday morning.
 - c. PIT Tagging or Other Topic – Jeff has talked to various people about pit tagging issues and work that is being done. He is pursuing a PIT tagging workshop that will build upon the last ORAFS annual meeting PIT tagging workshop, and ID Chapter President Jason Vogel has volunteered to assist Jeff with organizing this workshop.
- E. Vendor Displays (Past President)
 - a. Location – in the past we had them down the hallway by the breakout sessions. We had 9 last year. We are more space limited here in Eugene. Have permission to have vendors display in the lobby outside the conference rooms. Breaks will occur in the same area
 - b. List of Vendors – Demian has them. We discussed soliciting some local business that sell gear we use (fly shops, waders, snorkel gear).



- c. Cost, Form, Inclusions (# registrations) – use 123 signup to register.
- F. Sponsorship Strategy (President) – Demian will forward list to Colleen. She will send letters, and make follow up calls.
- G. Website Status – next week the website will be up and running.
- H. Important Dates
 - a. Call for papers: 1st Summer (PP), 2nd Fall (PP, LS), 3rd 11/30 (LS), Final 12/8 (LS) – first and second is past. The third and fourth call will go out via list serve.
 - b. Abstracts: Open 10/22, Due 12/16, notification of acceptance 1/9/11 -
 - c. Registration: should open next week, early ends 1/21 – we will get registration open by the end of the week – waiting on meal choices.
 - d. Hotel block early registration ends 2/3 (Friday)

12. Annual Meeting Logistics Planning

- A. Hilton contract–Signed in 2010. Room nights (Mon-0, Tue 30, Wed-Thurs 180) are required. AV – Hilton has A.V. products and support available. Jason will follow up with Cody to determine costs to provide a projector for each technical session. There are enough problems/trouble shooting with people bringing in outdated-unfamiliar equipment that it would be useful to get help with this.
- B. Meals (Lunch – menus, cost; Banquet – menus, cost) – Business meeting – we don't see any reason to stray from plated lunch. Jason will get the meal choice and costs ASAP.
- C. Beer (# kegs, cost per unit) – last time in Eugene we used Oakshire and Ninkasi. Ninkasi has already committed to helping out again. Oakshire was difficult to deal with. We will shoot for 14 kegs. Jeff/Mike will follow up with Neal Ward to determine if he will chair the wine committee.
- D. Breaks – off catering menu from last time – We discussed when and what food to provide (breakfast, AM and PM breaks, socials).
- E. Poster Session – will be in the Williams and Hellman rooms. We will serve beer and wine, but not have a cash bar. Running out of food was a problem in Bend, but no one remembered it being a problem in Eugene. Jason will copy the food order from last time.
- F. Raffle Auction – Brook and Ali are working on it. They will procure services of an auctioneer.



G. Social Events

- a. Jam Session – we will have a corner available at the poster social for an acoustic jam session.
- b. Texas Hold'em? – Dave Ward and Tom Iverson will again coordinate the Texas Hold'em fund raiser.
- c. DJ/Band – Cody from the Hilton can provide a list of bands. We brought up the question of investing in entertainment knowing that many will leave to go to local bars. We thought that if we provide some local entertainment more people will likely stay longer. Jason and Jeff will get a band. Cody recommends "Satin Love".
- d. OSU/ODFW Sponsored Mixer – Having it around the vendors worked well in Bend. Jeff will call Charlie Corrarino to ask if ODFW will help sponsor this event again. Bill will talk to Dan Edge about past invoicing and if OSU also wants to sponsor again this year. Cody indicated this event could occur in the lobby near the vendors.
- e. Student mentor session – Discussed capping the number of mentors. The food ran out in Bend before the students arrived. Will ensure food provided is sufficient and served so that students can partake. Speed dating will remain the format – but an alternative to the whistle may need to be found. The bell was not loud enough. Need something to get the students moving. We will continue using tables whereby mentors and students stand.

H. Registration

- a. Set up fees and form – form is ready to go pending meal choices.
- b. Standard early member price (workshops and meeting) – We talked about the one day registration fee (which is available) and watershed council involvement with restricted budgets. FOOW waivers are available to assist with registration.
- c. FOOW waivers – put the early registration deadline as the deadline for the waiver application. Will budget for 10 people to use this waiver.
- d. Non-member and late premiums – we will try this year to word registration as "early discount" and regular to avoid requests to waive "late fees".
- e. Student prices – same as last year.
- f. Nametags – it worked well last year having a service print them and we stuff them. It is possible to have the printing service stuff them but, since



we will have to add meal choices and other miscellaneous flags, we may as well stuff everything.

- g. Lanyards – we used string ones last year with no complaints. With enough notice we can order ones with AFS logo. Demian will inventory what we have and get things ordered in the next couple of months.
- h. Ribbons – Discussed alternatives to ribbons, because of name badge recycling concerns. Decided to continue using ribbons because of their visibility, but will give this more consideration in the future. Demian will inventory ribbons.
- I. Schedule at a Glance
 - a. Review for space & timing
 - b. Workshops
 - c. Vendor Displays vs. Tradeshow (layout and location)
 - d. Plenary time and timing
 - e. Business meeting/ Awards Lunch
- J. Planning Committee Monthly Conference Calls – Jeff will send out a doodle poll for the next call.
- K. Other Discussion items –
 - a. Committee break-out session – It is usually after the business meeting. However, we have problems convincing people to stay. Other ideas discussed including holding these meetings at the same time as the student-mentor mixer. Because we want to increase participation, including students, we dismissed this possibility. Bill suggested having the committees meet after a relevant symposia/session. There is a risk of having to decrease the number of talks. We will let this marinate, but all agreed it is a good idea.
 - b. Student subunit business meeting. Yes, one should be held in Eugene. We had some discussion about how and when to fit this in. We could fit this in after our business meeting, but run the risk of students missing some talks. It is an important recruiting event and our participation should help them get the ball rolling. More consideration to timing of this event at the annual meeting is needed.
 - c. Online survey – we should continue the print out version in the program, but can test the waters this year with something like a survey monkey online tool following the meeting.



13. Wrap-up and Action Item Review

Michele will send out action items for review. Action Items are highlighted in yellow.

The meeting adjourned at 1253 on Oct 22, 2011.