



**DATE:** June 14, 2012

**TO:** ORAFS Executive Committee

**FROM:** Garth Wyatt, Secretary/Treasurer

**SUBJECT:** Minutes for ORAFS Executive Committee Meeting, June 14, 2012 from 1500-1700

Attendees: Todd Buchholz, Garth Wyatt, Bill Brignon, Colleen Fagan, Megan McKim, Michelle Scanlan, Michele Weaver, Kat Gillies-Rector

Absent: Shivonne Nesbit

1500 ITEM 1: Review

1. Introductions, life, and work updates - Kat introduced herself as the new ORAFS/OSU student liaison. She is a 4<sup>th</sup> year Fish and Wildlife student at OSU.
2. ExCom Contact List Update - Kat will email contact info to Jeff to add to the ExCom Directory.
3. Review Agenda
4. Action Items from Spring Retreat May 11-13:
  - a. Revise NWFCC MOU with FWS and forward to Jeff for signature Colleen - Done
  - b. Post minutes from 4/23 ExCom call - Garth - Garth passed the April minutes on to Kara for posting on the website.
  - c. Exchange post office box key - Garth is meeting Demian next week for the post office box key exchange.

1510 ITEM 2: President's Report

1. WDAFS Update
  - a. The WDAFS mid-year retreat will be tentatively scheduled for two or three days during October 7-14, not to conflict with our fall retreat. The likely location is Davis, CA to save travel costs to San Francisco.
  - b. President Dave Ward is asking the chapters to set aside money for travel vouchers for the 2014 Mazatlan meeting. WDAFS will ask the Parent Society to match whatever the divisions and chapters set aside. This money will be kept in the Western division endowment fund, where only the Western Division principal may incur losses. Investments made by the chapters will be held harmless. It was discussed that each chapter will be able to spend their portion of the travel fund as they see fit. Jeff suggested we should be prepared to vote next month on: 1) if the

chapter wants to invest money in this travel fund, and 2) if so, what the allowances might be for each applicant or member (i.e. per diem, lodging, etc...). We have two years to accumulate funds. **Action Item: Jeff will investigate costs to send one person to Mazatlan**

- c. Request for symposia at 2013 meeting - We received a request from Joe Dupont, program chair, for the Boise Western Division meeting. Joe requested that each Chapter host a symposium. Colleen suggested we post the request on List Serve to see if anyone volunteers to convene a symposium. **Action Item: Jeff will post the request on List Serve.**
- d. Travis Neebling requested articles for the WDAFS newsletter the Tributary. **Action Item: Jeff will send our 2012 meeting information/summary to Travis.** Our 2012 meeting summary will be in the July issue of Fisheries.

2. Parent Society Update

- a. Klamath Agreements – Felice Pace sent an email to Gus Rassam, Executive Director of AFS, requesting that AFS reconsider its support for the Merkley-Thompson Klamath legislation. Gus asked Bob Hughes to work with ORAFS on a response for Felice. Colleen communicated with Demian and both preferred that an ORAFS response not be provided. Colleen pointed out that the e-mail referred to Klamath legislation that the Chapter did not comment on. Jeff was also skeptical about responding to the e-mail. Jeff contacted Larry Dunsmoorr with the Klamath Tribe, who had provided substantial input on our original letter. Colleen contacted Amy Stuart and Ken Homolka with ODFW for their input, since both had been involved in the Klamath Hydroelectric Project relicensing. Ken indicated that he believed the agreements favored fish. Jeff felt there was little to gain by engaging Felice. ExCom voted and agreed that ORAFS should not respond to Felice's e-mail. **Action Item: Jeff will contact Bob Hughes to inform him of ExCom's decision to not issue a response to Felice.**

- b. Website Updating – see Past-President's report.

3. Old Business

- a. 2012-13 work plan and budget- **Jeff is still working on these.**

4. Annual meeting info to President-Elect - **Jeff will get this information to Todd.**

5. New Business

- a. Screw trap safety info for website - Ongoing analysis for screw trap safety. Rich Grost passed on a reference safety documents for screw trap safety and recommended that they be posted to the website. **Action Item: Jeff will forward them to Kara to have them posted on the website.**

1530 ITEM 3: ExCom updates-

1. Past-President

- a. NWFCC MOU with FWS – Following the completion of the MOU, the FWS came back and asked us if we could sign the hotel agreement due to the Department of Interior's reluctance to sign contracts following the debacle in Las Vegas. ExCom agreed to have the MOU modified to include the Chapter signing the hotel contract, provided sufficient protection is provided the Chapter against financial loss. **Action Item: Colleen will work with Doug Olson to review the hotel contract and revise the MOU.** Garth is meeting with Doug Olson to make him a signer on the account.

b. Website updating – Colleen discussed the bid package and draft contract provided by Kelly Wildman of Network Enterprises in Corvallis for updating the Chapter website. Kara Anlauf-Dunn and Colleen met with Kelly in Corvallis to discuss Chapter website needs and potential templates. Colleen directed Kelly to the WDAFS and AK chapter websites for examples. Based on the Chapter’s needs, Kelly put together a bid package of \$1,050 for website redesign. The only other bid received was for \$10,000. Another firm indicated they would bid, but never submitted one. Excom decided to hire Kelly. **Action Item: Jeff will sign the contract and Garth will send Kelly the required \$350 deposit.**

- o Elements of the website-
  - Similar to Western Division format with drop down menus. We will not have the cumbersome .pdf format currently being used. The new website will be easily navigable from one page to another. It is going to have links to Facebook and twitter so when we post an update it will feed directly to the aforementioned media outlets. It will display the top five announcements, and automatically drops the oldest announcement off when newer ones are posted. It will be very user friendly and easy to maintain.
  - Will it be linked to the student subunit webpage? No it won’t be directly linked but there will be a student information drop down menu and a link to the student subunit website.
  - The drop down tabs will be organized from left to right in order of importance, i.e. About ORAFS, Excom. Annual Meeting. Abstract submittals for our annual meeting will still be posted through OSU and 123.
  - Jeff liked the functionality. Western and Nationals are on the same template.
  - **Colleen’s recommendation was to approve the website. Colleen moved to approve the contract, Todd seconded. The motion passed unanimously.**

c. Affiliate/lifetime membership

- o Colleen hasn’t looked at the issue, it is tabled for now.

**2. External Director’s Update - Shivonne was absent, but Jeff was able to receive an update from Shivonne on June 22 via phone call.**

a. Elk River Emphasis Area – Status of ORAFS support – No update at this time, Shivonne is working on this.

b. Committee updates

- Work plans – the committee chairs haven’t finishing revised drafts of their work plans, and Shivonne is having trouble maintaining contact with them. Shivonne will have the chairs complete draft work plans for ExCom review by June 29<sup>th</sup>, and we will approve these plans on the July conference call. Work plans need to be completed, especially to provide an opportunity for some committees to update select white papers by the next legislative session.
- Legislative liaison update – Sue provided notes from legislative days on May 21-23. Issues of particular importance to the Chapter, and will likely result in 2013

legislation included: Columbia River water allocation, the Governor's 10-year energy plan, and water Quality 'trading'.

- Fishes of Oregon – native fish committee – No update at this time.
  - c. E/O chair – Select members of the committee were contacted regarding their possible interest in chairing the committee, but none were committed. Without a committed replacement, Shivonne felt we should allow the current chair to complete and implement a work plan for the upcoming year. We will continue to recruit interest in this position.
  - d. Social media policy – No update at this time, Shivonne is working on this.
  - e. Conservation leader's meeting – June 18<sup>th</sup> – Michele will attend this meeting.
3. President-Elect
- a. 2012 annual meeting
    - Possible themes, speakers - Todd wants to try and get Judge Redden as the keynote speaker. Staying with the community theme. Colleen recommended a session on the gill-netting versus sport fishing debate (CCA bill).
4. Vice President
- a. Student Subunit Bylaws Revisions-
    - Met with Megan to talk about the bylaws. Creating the draft. They discussed having a co-president and liaison position. However, there was concern expressed by the faculty advisor that it would be too much work to hold both positions. Therefore, the subunit will have a President and a Vice President of which one position will be filled by a fish major and one position filled by a wildlife major. ExCom is comfortable either way as long as there is a student liaison. Colleen reminded everyone that the revised student subunit bylaws were due to ExCom by the fall retreat in October.
    - Bill indicated there were no student subunit boxes to check on the national website, but they can give us a list of Oregon student subunit members. All agreed that student membership tracking needs to be refined.
5. Secretary-Treasurer
- a. Recent income and expenses
    - Overall financial/investment status
      - Checking account balance as of 5/31/2012-\$96,177.25
      - Deposited a reimbursement check in the amount of \$520.00 on 6/7/2012 from the Nez Perce to cover annual meeting registration dues for two Nez Perce employees.
      - Two 123 checks were deposited on 6/12/12-\$4,028.10 and \$1,973.00.
      - Money market account balance as of 5/31/2012-\$100,031.56
    - Sue Marshall contract- Sue needs \$1,927.55.
      - **Action item: The motion passed to pay Sue the aforementioned amount, Garth will mail Sue the check.**
    - Parent Society dues refunds
      - Received a check for \$799.25 for the 2011 rebate and deposited it on 6/12/2012

- Received a second check for \$1,160.00 to cover section dues refund from Sept. 1<sup>st</sup>-December 31<sup>st</sup> 2011 deposited on 6/12/2012.

**b. Annual business meeting notes – Action Item: Colleen is going to send out her edits and Garth will file.**

c. Notes from spring retreat-

- Jeff changed the organization of the meeting notes and sent them out for editing. Jeff encouraged everybody to review their sections to make sure everything we talked about is reflected in the minutes. If you have edits please forward to Garth, if not sign off on them as is.

d. Investment Committee Update

- Endowment plan - Tasked the investment committee with meeting with a financial investor. Questions to resolve are: 1) If we wanted to endow our scholarships to the tune of 10k a year how much would we need in the bank to make this happen, and 2) how long would it take for the Chapter to accrue these funds?
- **Action item: Garth will meet with the investment committee to task them with enlisting an investment consultant to make this happen.**

6. Internal Director

a. 2014 Eugene Hilton contract

- i. There was some confusion and miscommunication between meeting attendees and hotel staff when people were registering for the 2012 meeting and coming in early to attend the workshops. We have addressed the issue by holding more rooms at the group rate for the workshop attendees. Colleen reviewed the draft contract and provided edits to Michele:

1. In 2014, 395 room nights are being held at the group rate but we only have to meet 335 to NOT owe them money.
2. Reservation method: Rooming list. We have to submit a list of folks under our direct bill.
3. Function information/Agenda: Colleen asked why the Hilton is serving Tuesday continental breakfast but our workshops aren't starting until noon. Was it set up this way to hold it? Just a hold
4. Food and beverage attrition - Need to look at this?
5. Missing the corking fees for wine and kegs.
6. Free parking in 2012 but they are trying to charge \$15 now
7. No 20% AV cost savings
8. Included \$50 room set up fees that was not included in 2012 contract
9. Are they sneaking in costs to make up for giving us the poster session catering?
10. Jeff asked if we should put in a small closed room space for break out talks during the meeting in the contract. Despite the member feedback suggesting this option, Jeff was okay with not formally pursuing this recommendation as part of the contract.

b. Archiving project

- i. Shivonne was helping set this up for Michele. Michele said a date was set for meeting in Central Oregon at Don's house for the box sort.

**ii. Action item: Michele will follow up with Don to see if the documents from Ziller are being forwarded to Don.**

c. Awards committee chair - Mindy Simmons plans to remain Awards Committee Chair.

7. Student Representative

a. New student representative – Kat Gillies-Rector will assume the position of student liaison to the Chapter on June 18<sup>th</sup>.

b. Student Subunit Update

i. Writing the bylaws. Gave an update that the student subunit was the club of the year at OSU.

1600 ITEM 4: Estimating Anadromous Return Workshop

1. Dates – feedback from Wildhorse.

a. Feedback from Wildhorse was they are booked solid during our timeframe. Do we need to be flexible on the location or date?

b. Colleen and Todd suggested we look at some alternative venues - Pendleton convention center, Red Lion.

c. How do we generate interest for the workshop (besides utilizing the List Serve). Recommended that we solicit opinions from interested parties including location, date, topics, and possible attendance numbers. That response will drive what we offer.

**d. Action Item: Michele, Todd, and Jeff are going to split planning duty.**

i. Potential Lodging - Portland Double Tree, Downtown Hilton

ii. Dates - Second and Third week of November (5<sup>th</sup>-9<sup>th</sup>, 12<sup>th</sup>-16<sup>th</sup>). Avoiding Mondays and Fridays for travel.

iii. Attendance - Shooting for 200 attendees.

1615 ITEM 5: Upcoming ORAFS meetings

1. ExCom calls every 2<sup>nd</sup> Thursday 1500-1700 hrs

2. Next Call – Scheduled for July 12, 2012 – can we reschedule?

**a. Action item: Jeff will send out the Doodle poll.**