



**ORAFS Executive Committee
Spring Retreat AGENDA
May 11-13, 2012**

Present: Demian Ebert, Jason Kent, Jeff Yanke, Shivonne Nesbit, Todd Buchholtz, Colleen Fagan, Michele Weaver, Bill Brignon.

Afternoon arrivals on 5/11: Garth Wyatt, Michelle Scanlan, and Megan McKim

1. Lunch

2. Review

- A. Introductions, life, and work updates - we provided a brief overview of why we got involved in ORAFS and what we have been up to since the annual meeting.
- B. The retreat agenda was reviewed, and Shivonne requested we place focus on planning for the next year instead of the regular business items.
- C. ExCom will review contact info and forward any necessary changes to Jeff.
- D. Previous Action Items
 - a. Minutes from March 22, 2012 were posted by Michele.
 - b. Minutes from April 23, 2012 were Approved - **Action item: Garth will post.**
 - c. Colleen distributed the draft MOU with FWS for the NWFCC for comment, and Jeff provided some feedback. See President's report (3.C.a) for further discussion.
 - d. Colleen contacted Jim Capurso and informed him of ExCom's decision to approve the new Native Fish Committee.
 - e. Jeff discussed transporting the ORAFS documents at the ODFW office in Springfield to Madras with Jeff Ziller and Don Ratliff . Jeff Ziller and Don will work out logistics.
 - f. Demian closed the online annual meeting poll at the end of April. See further discussion in annual meeting recap (10.A.).
 - g. **Action item: Shivonne will provide an update on the status of the Elk River Emphasis Area support letter follow up during our June conference call.**



- h. Jeff distributed a draft version of the 2012-13 budget, and is working on revisions to the work plan. Discussions during the retreat will help complete both documents.
- i. Bill sent Megan and Michelle the current version of the student subunit bylaws for revision.
- j. Bill received some input from AFS' constitutional consultant on combining the TWS bylaws and the parent society AFS bylaws, to help revise the bylaws for the student subunit. Information was also sent to Michelle and Megan to help them draft the student subunit bylaws.
- k. Jason discussed the banquet food, and the lack of starches, with the Hilton staff (Cody). There appeared to be a miscommunication with our food selections using the online form.

3. President's Report

A. WDAFS Update

- a. Scientific Peer Review of NMFS Southern Oregon-Northern California Coastal Coho Recovery Plan: Overall, there was dissatisfaction with the review process. ExCom was under the assumption that Bob Hughes would combine all comments received into a single document for submittal to NOAA Fisheries. Instead, all comments received were stapled together and mailed under a single cover letter from WDAFS. If we had known this was going to occur, we would have used the entire comment period to develop and submit our own comments or not comment. ExCom reviewed feedback from Ian Reid on the WDAFS submittal, which contained similar concerns. We agreed that not enough time was provided for a quality review of such a large and broad document. In the future, we will scrutinize these opportunities more carefully and engage where the process allows for a better-quality review from the Chapter. Recovery plans are going to be very tough in this regard.
- B. 2015 National AFS planning - At the request of Dave Ward, ExCom discussed whether to have the president-elect serve as a program chair for the 2015 meeting, or whether we should recruit someone else to be the chair. If ExCom recruited the program chair, the president-elect would not have an annual meeting to plan, but could serve as a liaison for ExCom to the



planning committee. In that scenario, the program chair would not need to have an affiliation with ExCom. We considered that the more we can separate the national meeting from the Oregon meeting the more efficient it might be for ExCom. Although we have some time to decide, some ExCom leaned towards the option of tasking someone else besides the President-Elect to be the National Meeting program chair. Other ExCom members thought it might be best to let the President-Elect determine if they want to be the 2015 meeting program chair.

C. Old business

- a. Colleen sent a draft MOU between the Chapter and the FWS for the NWFCC to ExCom for review. A few recommended edits were received and the MOU finalized and signed.
- b. Subsequently, Doug Olson (FWS) sent a request asking that ORAFS sign the hotel contract to secure the venue. Because of the recent GSA over indulgence in Las Vegas, there is now increased scrutiny on hosting government conferences. Although the 2012 NW Fish Culture Conference will be paid for through income generated by registration and trade show fees, the FWS at the Regional and National level is scrutinizing the conference delaying contract signing and possible loss of venue without ORAFS help. Changes will need to be made to the MOU, including language protecting the Chapter if the conference did not meet contract requirements. **Action item: Colleen will revise the MOU and review the hotel contract with Doug Olson. Colleen will forward both to Jeff for his signature.**
- c. Website Updating: Colleen and Kara forwarded ExCom a proposal from Network Enterprises, a company in Corvallis, for review. The cost was excellent and the website is on a good platform. Colleen indicated that she and Kara were attempting to secure two more bids for website redesign. Also, that she and Kara would be meeting with Kelly from Network Enterprises to determine if the proposal would meet the Chapter's needs. For layout options, Jason mentioned his wife may have some advice for us. An option that also includes a data sharing mechanism (for keeping records and transferring files) could be beneficial.



D. New business – requests and issues

- a. Planning for 2015 and 2016 Chapter Annual Meetings: An intensive planning effort is needed for hosting the 2015 parent society meeting in Portland. ExCom discussed and determined that the Chapter should not hold a separate, shortened annual meeting in February 2015. The option of a short annual meeting (2 day) was discussed for February 2015, based on a recommendation from Doug Young. A shorter meeting would require less planning, but substantial effort is needed to host a successful National Meeting. ExCom also considered the unlikelihood of members attending both meetings.
- b. 2016 Annual Meeting Planning: ExCom discussed the short turnaround time from hosting the Parent Society Annual Meeting in August 2015 and our Annual Meeting in February 2016. An option discussed was pushing our annual meeting back into March, but the students thought potential interference with finals may produce less student involvement for the meeting.
- c. Change quorum requirements - With low attendance at the business meeting, Colleen asked for input on changing our requirements (50 members) to have a consistent quorum. However, this would require another bylaw revision. We discussed moving to 25-30. We also discussed providing incentives to increase attendance, like giving away raffle tickets to attendees at the business meeting. It was decided to keep the current Quorum requirements, but to offer raffle tickets as an incentive to stay.
- d. ORAFS Membership- The idea of a lifetime membership for Chapter members was discussed. Also quickly discussed was the potential for Oregon Chapter membership without National membership, which a number of other Chapters provide. **Action item: Colleen will put this on a future agenda to discuss.**
- e. Student Colloquium in Arizona in September - Colleen reported that the next Western Division student colloquium will be in Arizona in September. She encouraged Megan and Michelle to forward information on to the student subunit.
- f. Portland logistics - Mail, Storage: **Action item: Garth and Demian will meet to exchange the AFS post office key.**
- g. Proposals for Funding: The guidelines for reviewing and dispersing funding proposals are not really clear. We discussed whether requests for



funding should be submitted by a deadline, or reviewed and funded on a 1st come 1st served basis. Since, we have never used all of the money budgeted for these requests, and additional funds could be made available if needed, ExCom decided to continue reviewing funding requests as they were submitted. It was suggested the Chapter have a template for reviewing funding requests, including information to be provided by each applicant. Action item: Todd volunteered to create the review form/template for the new website.

- h. How to recruit to committees while respecting privacy: There was some concern raised regarding the mass sharing of member's contact info with committee chairs, for the purpose of recruiting. It was agreed that this information should not be shared outside of ExCom. Therefore, Shivonne will inform committee chairs that if they would like to contact certain Chapter members for inclusion on their committee, they are to contact Shivonne or Jeff, who will e-mail the identified member to see if they are willing to have their e-mail information shared with the committee chair. Action item: Similarly, Jeff is going to send out an email to the membership not currently on List Serve asking them to contact Kara to be added if they would like to be included.
- i. Funding additional ExCom travel to upcoming national and western division meetings – ExCom discussed whether additional funding should be made available to send additional ExCom to upcoming national and WDAFS meetings. ExCom determined there was no need to send additional people to 2013 meetings, but additional discussions will be needed for the 2014 National meeting.
- j. TWS Liaisons(s) – ExCom discussed how to better integrate the TWS Liaison(s) into the Chapter. ExCom determined that the TWS Liaison should be invited to participate on monthly calls.

4. Past President's Update (1545-1600)

- A. Check the Damn Box 2.0 – objective was to increase Oregon Chapter members. Demian sent out an e-mail asking Oregon residents of AFS to become Oregon Chapter members. During the first year, we were able to increase membership by 34%. Colleen will take this over, and Jeff will feed membership data from the parent society when it's available. Action item: Colleen will add Past-President membership recruitment duties to the Chapter Handbook.



5. President Elect

A. 2012-2013 Work Plan: Revisions to the work plan were discussed to suit the chapter's needs for the upcoming year. Most of the work plan did not require any changes, but topics that did are noted below.

- 1) Economic recovery is still a challenge for our chapter, especially for attendance at the annual meeting and other paid events. To help, we can encourage low-cost communication via our website, continue to support professional and student attendance with volunteer and FOOW opportunities
- 2) We agreed the Chapter should target hosting a workshop in 2012 or 2013. The topic in the forefront is anadromous run forecasting. We should try and reach 150-200 attendees. This workshop may offer some collaboration opportunities with neighboring chapters, and the natural production committee. This workshop could possibly be a two-day session with the possibility of two concurrent sessions. Possible dates late-October to mid-November. Catered lunch, dinner, and lunch next day. **Action Item: Jeff and Michele will contact the Wildhorse about dates, and look at other venues. Colleen will help Jeff contact potential presenters as identified.**
- 3) The Chapter should be updating white papers under this work plan. It was thought to select three papers to start. We have plenty of topics that need attention (see discussion 7. G. b.). Shivonne and Sue will work to incorporate at least three white paper updates into the external committee work plans. We will task the committees with completing these papers by the next legislative session.
- 4) Increasing readership and awareness for the Piscatorial Press, our twitter feed, and other social media were discussed. As part of the new website design, we should market our different venues (i.e. Twitter feed on the website homepage).
- 5) We agreed to support the fishes of Oregon project by providing technical support and photographs. We will need to contact the project sponsors to better understand what the current needs are.



Action Item: Shivonne will task the native fish committee with contacting the project sponsors.

- 6) The chapter will add our efforts to catalog and archive documents to the OSU library as a new element in the work plan.
 - 7) We discussed the current value of encouraging certification of a professional fisheries biologist/worker with National. We currently support applicants with funds to apply and we agreed that should remain. However, there are still some questions on what benefits the applicants are receiving by getting certified. We can look at the WDAFS work plan and see at what level they are supporting this effort.
 - 8) A work plan element was added for the investment committee to investigate the potential for the Chapter to set up an endowment fund for scholarships and awards. First, we would need some guidance on how much money we would need that supports annual expenditures of \$10K with little to no risk. If feasible, we would request the committee draft a plan to budget for the endowment every year, we acknowledged it may take a long time but a strategy is needed. Action item: Michele will task an investment committee member to talk to a financial advisor.
- B. 2012-2013 Budget: The draft 2012-2013 budget was reviewed by the group. Most of the budget items from last year's budget were still applicable, but some changes were made that reflected current needs and priority items on the work plan.
- 1) There has been money allocated to K-12 education that hasn't been spent the last few cycles. If there are work plan elements and money put towards those, then we would like to see this money spent.
 - 2) We decided to maintain our current funding level of \$1,000 for supporting other workshops and conferences.
 - 3) The T-shirt budget was increased to \$2,000. We would like to see some different designs added and increase our order to maximize sales at the annual meeting.
 - 4) With the efforts to archive our documents at OSU, would the historian budget need to be increased? Currently, we budget \$1,000 for the chapter historian. Although this money hasn't been spent previously, Jeff will



leave this budget item to support travel costs for the archiving project and for the document sorting party in Madras this summer.

- 5) The Chapter will no longer support annual dues for award winners since doing so was not logistically feasible with the timing of the award.
- 6) We discussed providing funding support to send a student representative to the student colloquium in September.
- 7) We will maintain the website budget this year since we will be updating the site. Jeff suggested that the updating fees be a capital outlay from our savings and not part of the annual operating budget.
- 8) Colleen requested buying a printer for the chapter. Jeff will add as a line item.

Saturday May 12 - 0900-1700

6. Vice President (0900-1000)

- A. Student Bylaws Revisions: Bill used the National AFS and TWS templates to modify/review the student subunit bylaws. Because the subunit contains fish and wildlife members, its revised bylaws will need to be a melding of the TWS and AFS bylaws templates. ExCom had a candid discussion of the bylaw revisions and decided that the bylaws had to be completed by the fall retreat. Otherwise, potential ramifications could include revoking of their subunit status or lost funding.
- B. Outreach to Other Schools - ongoing
- C. Thoughts on Student Subunit now that have seen them in action -
 - a. The subunit needs to be operating under a set of approved bylaws. The subunit is not operating according to its current bylaws but we expect the revised bylaws to be completed soon.
 - b. ExCom would also like membership to include graduate students and its balloting process changed to ensure only subunit members are voting.
 - c. The subunit won the WDAFS student subunit of the year award, which goes to show the great work and effort going into this organization!
 - d. Would like to see an undergraduate session at the annual meeting to increase undergraduate involvement in giving talks. Could have someone summarize presentations with recommendations at the end of the session. We discussed appropriate professional presentations and whether the



undergrad students would have enough “research” to provide talks. Trying to get undergrads to talk may be a challenge. Also, we do not have a lack of talks right now.

7. Student Representative (1000-1100)

- A. Subunit Update: Just completed several workshops and have a tree climbing workshop this weekend. They are also looking at doing a wilderness workshop.
- B. Bylaws: Action item: Bill and Megan are going to get together and complete a draft of the bylaws for ExCom to review. An important component of the bylaws will be defining what a voting member is.
- C. Elections: Kat Gillies-Rector is going to be the new student liaison. Her official transition to the position will start June 18th.
- D. Recruiting process for new Subunit Excom and election results: The student subunit is holding elections next week. Graduate students have not been approached to run for office. Based on conversations with current officers, there is no support for graduate students as officers. If allowed as officers in the future, the subunit wants to limit it to one graduate student position so undergraduates don't feel intimidated. The subunit is investigating a liaison position to work with graduate students and their involvement in the subunit. Colleen would like the subunit comprised of both graduate and undergraduate students. The subunit election process includes a ballot box in a hallway. ExCom voiced concern that with this process we cannot be certain only subunit members are voting. Colleen suggested that the students move to electronic voting instead of a drop box.
- E. Jason suggested we consider requiring all student volunteers at AFS to be registered subunit members.
- F. Update on recent discussions regarding graduate students and the subunit: Bill will forward any subunit undergraduate concerns to the graduate students.
- G. How the chapter can better serve the students and vice versa.
 - a. The Chapter needs to ensure agencies etc. are submitting job announcements to be posted on the websites jobs page. We should beef up the Education and Outreach section of the website. Discussed hosting a session/workshop on “how to fill out an application” for students to



score well (i.e. with feds, states, consultants, utilities). Also discussed was adding a discussion board.

- b. To increase writing opportunity - Potential White Papers – marine reserves, genetically modified fish, hatcheries, water allocation in Columbia, hatchery and wild fish interaction, mining and its impacts, ocean zoning and wave energy effects on soft benthic habitat, netpen farming in Yaquina Estuary. Recommend that pursue having students write white papers for their senior capstone project. **Action item: Shivonne will set up a meeting with Dan Edge and Scott Heppell to discuss these opportunities.**
- c. Student Colloquium information should be included on our website. Colleen recommended that the liaisons make sure the subunit is informed of the meeting and travel assistance the Chapter can provide. Put it on Kat's radar.

8. Secretary-Treasurer (1100-1115)

A. Recent income and expenses

- Paid the Eugene Hilton for the 2012 meeting - \$43,955.28 on 4/12/2012

B. Overall financial / investment status at the end of FY 2011-2012-4/30/2012

- Checking account balance - \$96,216.85.
- Money Market account balance - \$100,022.24-Interest earned in FY 2011-2012-\$22.24.
- Oregon Chapter balance WD-Grants Endowment Fund - \$10,335.35.

C. Investment Committee Update

9)

9. Internal Director (1115-1200)

- A. Hilton 2014 Contract – we have a draft. We will need to review the contract, review Julie's proposal for compensating the Chapter \$2,600 in food, and get it signed. We discussed the issues with room reservations and will work more closely with the Hilton in 2014 to ensure room reservations run more smoothly.
- B. Strategy for selecting conference locations in 2016 and beyond. ExCom discussed additional locations that should be considered for future annual meetings. Michele mentioned the Salem Convention center. Michele suggested we put a question on the annual meeting comment card asking



respondents where they would like the next meeting and give them choices. Todd suggested we can check out Seven Feathers Resort and Casino – South of Roseburg.

- C. Historian Project Status and, D. Chapter Document Collection– Shivonne has been in communication with Dr. Noakes and Don Ratliff to get Chapter documents and information catalogued and archived at OSU. We will have to figure out how to provide access. Everything will be scanned. Jeff Ziller has a bunch of stuff and some other past presidents also have boxes of things. Colleen suggested an ExCom organizational gathering at Don’s to sort things before being handed off to OSU. Action item: Shivonne will send out a Doodle Poll to determine date for “box sorting” party in Madras.

D. Committees –

- a. Scholarships Committee – Scott Heppell is doing a great job with this committee. He had some recommendations for improvements. Particularly how the documents get sent to Scott. Right now all the attachments are sent as single documents. Scott prefers that they be batched. Colleen will sit down with Kara and the web designers. They will ask if we can integrate all of our online forms into the website. This year we would also like to get the awards application online as well.
- b. Awards Committee – it is notoriously a last minute task. ExCom is often the ones responsible for soliciting last minute nominations. Action item: Michele will contact Mindy and inquire about her interest in continuing in her role, if she is interested in help (co-chair), and what we can do to help.
- c. Internal Committee chairs – do we ask them if they want to continue in their roles. How do we better utilize the TWS liaison. Recommendations including a participatory non-voting role and inviting them to participate in the monthly conference calls. Action item: Jeff will invite Laura Tesler, current TWS liaison, to participate in next call to discuss how to better utilize the position.



10. External Director's Update (1300-1500)

- A. Legislative Liaison update
 - a. 2012 Session Overview-
 - b. 2013 Watch List - Anticipated issues:
 - c. May 21-23 Informational Meetings - Next meetings are strictly between the legislators, we do not need to be in attendance. Sue will report back.
- B. Committee updates
 - a. Review of Committee Draft Work Plans: The committee work plans are in varying stages of completion and quality. In general, most were too broad and did not identify specific tasks to accomplish this year. **Action item: Shivonne will work with committee chairs to revise work plans. Work plans will need to have backing within the annual budget. Action item: Jeff will ensure that the implementation of committee work plans is covered in the budget.**
 - b. Education/Outreach Committee: **Action Item:** Todd motioned that we find another chair for the education and out-reach chair pending the results of the candidate search. Michelle seconded the motion. Colleen brought it to a vote, the motioned passed. Shivonne will find out if others are interested in chairing the E/O committee.
- C. Twitter & Facebook Accounts – ExCom discussed how make better use of social media. Demian will pass the password around. We can link the twitter account to the website and Facebook. Twitter is about volume and useful information. There was some twitter discussion about what tweets should be about. We talked about making a policy about our accounts. **Action item: Shivonne will coordinate making a social medial policy.** We talked about having a Social Media chairperson. Start with Ad hoc but we may be able to rope Demian in.

11. Annual Meeting Recap (1530-1630)

- A. Poll Results - Online annual meeting poll results-Demian found a website that was easy to use and we were able to get some replies. There were 69 total responses and 31 partial responses. Demian sent out a summary report. There were some issues with the application in the comment section - the number of characters were limited so people would continue their comments



- into other fields. Most of the good comments were similar to what we got on the written comments. Comments against included food, student lodging was overcrowded, no seating for small groups. Because the on-line poll was successful, we discussed not using the paper form next year. We can print a few copies for people who may want to use paper. Next year we will add the venue options to the poll. We can also add workshop suggestions.
- B. Workshop Presenter - Charges - This item will be discussed at the fall retreat.
 - C. Vendors - Charges: Add the registration cost to the vendor space or just increase the cost of the vendor space. This item will be discussed at the fall retreat.
 - D. Student Judging - Brook Silver has volunteered to take over from Mike Hudson. Brook provided an updated judging form for ExCom to review. The students have not received the comments back from the judges. **Action item: Bill will follow up with Mike to get feedback to the students.**
 - E. Student Lodging: Unfortunately 6 students were piled into one room. ExCom agreed to limit student lodging to 4/room.
 - F. Student Moderator Helpers: ExCom agreed that having students moderate the moderators were unnecessary for future meetings.
 - G. Volunteers: How were they and any changes in responsibilities or numbers needed? The volunteers worked out well. Scheduling students this meeting was fairly difficult, but may not be as difficult in Bend. Recommendations for improving scheduling include sending volunteers a questionnaire requesting information on their preferred job and time to help.
 - H. FOOW - This item will be discussed at the fall retreat.
 - I. Scholarships - Changes to the web application process and marketing to OSU students AND other universities/colleges will be discussed further at the fall retreat.
 - J. Awards - Migrating the application process online and overall marketing will be discussed at the fall retreat.
 - K. Registration
 - a. Add student-volunteer, professional-volunteer, and mentor signup options/form to the online Annual Meeting Registration
 - O. Merchandise - It was suggested to bolster the budget (\$200-\$500) for more t-shirts, as the market exists to sell more. Jeff will increase the t-shirt budget from by \$500.



- P. Other ideas for next year: Bill recommended that we provide a small room or put out small tables and chairs in the lobby area for people to hold impromptu meetings or sit and talk.
- Q. Workshop social – Received positive feedback about the workshop social and ExCom recommends it continue at other annual meetings.

12. Wrap-up and Action Item Review (1630-1700)

13. Next Meeting – June 14, 2012