

DATE: August 8th, 2013

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer

SUBJECT: Minutes from ORAFS Executive Committee Meeting, August 8th, 2013 from 1500-1605



Conference Call Information: Phone: 712-732-0180 Participant Code: 401355 #

ExCom Present: President – Todd Buchholz, Vice President - Kevin McDonnell, Past President – Jeff Yanke, Secretary/Treasurer – Tony Siniscal, External Director – Holly Huchko, Internal Director – Michele Weaver, Student Representative - Andrew Futerman.

1505 ITEM 1: Review

1. Review Agenda - Several items were added to Old Business under the Presidents Report.
2. Action Items from July
 - a. July Meeting Minutes – A motion was made to accept the July Meeting minutes. The motion passed unanimously. **Action Item:** Tony will send these to Mike Meeuwig for posting to the website.
 - b. April and Spring Retreat (May) Meeting minutes – **Action Item:** These will be sent out to ExCom via email. ExCom should vote by email to accept/not accept these minutes.
 - c. Fall Retreat - September 20-22
 - i. Hilton arrangements – Michele Weaver
 1. The hotel staff suggested that we could use the hotel president's suite as a meeting location for the fall retreat and use the adjacent rooms for ExCom lodging. This would be in lieu of getting a house off site.
 2. There will be complimentary breakfast and a welcome amenity reception followed by a discussion of meal options and a tour of the meeting rooms for the 2014 annual meeting.
 3. The hotel staff has reassured us that there will not be any food related issues this year.

- ii. External Committee Chairs - There was a suggestion that the Chairs should be invited to one of our retreats. The spring retreat would be a better format for inviting the Committee chairpersons as the fall retreat is focused on planning for the annual meeting.

1530 ITEM 2: President's Report

1. WDAFS Update

- a. The 2014 annual meeting website is up and running.
- b. Registration costs may be somewhat less than usual and hotel, food, drinks will be covered by one cost.
- c. Tarvis Neebling is new Secretary/Treasurer for Western Division.
- d. The California/Nevada chapter has requested to host the 2016 Annual Meeting in Sacramento, CA.

2. Old Business

- a. 2013-14 budget
 - i. ExCom has expressed their concerns about planning for a \$30 K deficit in the budget. It is our responsibility to ensure that we are fiscally secure for the future and we do not want to set a precedent of overspending. We have taken into account that most of the time we come in well under our planned budget and that there may be some additional income in 2015 with the Parent Society meeting in Portland. Although WDAFS meetings are more profitable for the Chapter that holds them ORAFS should receive 20% of the profit from the Parent Society Annual Meeting.
 - ii. We would like to stress that we want to make the Annual Meeting a special one, as it is our 50th anniversary. We will make an effort to cut costs in other areas where we can and are anticipating some additional income in 2015.
 - iii. There a motion to approve the 2013 – 2014 Budget. ExCom voted to approve the budget with the correction of a few typos.
Action Item: The final budget needs to be posted to the website.
- b. Letters to the supervisors of the outgoing ExCom members – Letters were sent out expressing our gratitude for supporting the functions of the chapter.
- c. Kristle Volin Memorial fund donation – ExCom agreed to donate \$250 to the memorial fund. **Action Item:** Tony will send a check to Todd; Todd will send a letter to accompany the check.

- d. Underrepresented groups Scholarships – This scholarship should be developed and potentially announced at the 2014 Annual Meeting. **Action Item:** ExCom will assign someone the responsibility of developing criteria for these scholarships.
 - e. Awards committee
 - i. Online nomination of lifetime achievement awards – There was a discussion at the spring retreat about coming up with criteria for online awards. **Action Item:** Todd will contact Colleen Fagan about formulating criteria.
 - ii. Best Professional paper award – The logistics for grading professional papers to choose a winner are difficult. It was suggested that an award for best poster might be a good alternative. Another option would be to solicit nominations from the membership for best professional paper. **Action Item:** Kevin will check with other chapters that might have a best professional paper award to see what their selection process is.
 - f. Digital Annual Meeting Materials – Digitized annual meeting materials should be posted to the webpage.
 - g. Student Colloquium Assigned to OSU – See Student Subunit Representative update.
 - h. Strategic Plan Committee – We still need to appoint a committee to review the strategic plan. **Action Item:** Appoint a strategic plan committee.
3. New Business – None.

1545 ITEM 3: ExCom updates

- 1. Past-President – Jeff Yanke – Jeff brought up items to be added to old business.
- 2. External Director – Holly Huchko
 - a. Federal Legislation to Reduce Riparian Reserves - Rich Nawa has requested that we review the legislation and release a statement in opposition to riparian buffer reduction. We should review this request and legislation. However, the Natural Production Committee has several review requests including the multispecies plan. The timing on the Riparian Reserves Legislation is not critical as the Legislature is not currently in session. **Action Item:** Holly will respond to Rich and indicate that we will forward the request to our committee.
 - b. Committee Chair Meeting – The committee chairs are getting together this week in order to get started on their respective tasks.

- c. Native Fish Workshop Update – The workshop was a success. Updates have been put out through email and pictures have been posted on Facebook.
- 3. President-Elect – Mike Gauvin – Mike was unable to make the meeting; Updates were sent via email.
 - a. 2014 annual meeting
 - i. Heather has agreed to do the program layout.
 - ii. Two plenary speakers have committed and we are soliciting a third.
 - iii. The 50th anniversary logo has been finalized. Mike met with Kevin to start discussing swag for the annual meeting.
 - iv. Luke is no longer available for the raffle/auction but we have secured the help of Laura Tesler to work on solicitations. We need to find another person to help with the raffle.
 - v. A workshop poll has been posted on the website.
 - vi. The annual meeting announcement is posted on the website we need to get more information posted.
- 4. Vice President – Kevin McDonnell
 - a. Raffle Auction Committee - Kevin is looking for more volunteers for the auction committee.
 - b. ORAFS Swag Inventory – The collection of swag is at Demian’s house. **Action Item:** Michele will contact Demian to get a swag inventory.
 - c. Annual meeting T-shirt design - Kevin is soliciting ideas for a T-Shirt design.
- 5. Secretary/Treasurer – Tony Siniscal
 - a. Accounts Update
 - i. Business Checking- 6/30/2013 - \$ 90,360.00.
 7/31/2013 - \$90,857.41
 - ii. Northwest Fish Culture Account- 6/30/2013 - \$2,500
 7/31/2013 - \$2,485
 - iii. Money Market-7/30/2013-\$100,138.41
 - 1. Interest accrued in June - \$4.53
 - 2. Interest accrued since inception - \$138.41
 - b. FY 2012 – 2013 Taxes
 - i. We are awaiting a quote from Pauly Rogers and Co. for our FY 2012 - 2013 taxes.
 - c. Northwest Fish Culture Account
 - i. Doug Olson would like to close the Northwest Fish Culture Account and transfer the remaining funds to our primary checking account.

- ii. There is about \$2,500 left in account. Doug would like the remainder to go towards a scholarship (\$2000) and for a hatchery tech or a student to go to the Northwest Fish Culture Conference (\$500). **Action Item:** Determine selection criteria to disburse those funds as requested.
- 6. Internal Director – Michele Weaver
 - a. No Update.
- 7. Student Subunit Representative – Andrew Futerman
 - a. There is no official report from the student subunit as it the summer session. The student members are pursuing summer jobs and internships.
 - b. Western Division AFS Student Colloquium
 - i. OSU student subunit was asked to host the Colloquium for 2016. Andrew will contact the Division to formally accept and work out the details.
 - ii. The Arizona Chapter hosted the Student Colloquium this year. They put together a very nice program that included several workshops and seminars. Enrollment for the Colloquium was much less than anticipated and the Chapter experienced quite a monetary loss. As a lesson from this: anticipated participation should be carefully considered during the planning for the Colloquium.
 - c. Student Mentoring Program – Kevin and Andrew will arrange a meeting during the fall retreat to start working on the mentoring program. **Action Item:** This meeting should be put on the the fall retreat agenda.

1605 ITEM 5: Upcoming ORAFS meetings

- 1. The September Conference call has been canceled because the fall retreat is planned for the following weekend. ExCom will cover the usual monthly business at the fall retreat.
- 2. Fall Retreat September 20 – 22 at the Hilton in Eugene.