

DATE: November 14th, 2013

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer

SUBJECT: Minutes from ORAFS Executive Committee Meeting, November 14, 2013
from 1500-1630.



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

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

1501 ITEM 1: Review

1. Review Agenda
2. Meeting Minutes
 - a. There was a motion made to accept the Fall Retreat Meeting Minutes. All approved.
 - b. There was a motion made to accept the October Conference Call Meeting Minutes. All approved

1505 ITEM 2: President's Report

1. WDAFS Update – Todd attended the WDAFS Mid-Year Meeting in Golden CO. His expense report has been submitted to Mike for approval. Todd reports that most of the meeting was focused on the annual budget. 17 people were selected (out of 46 that applied) to receive travel assistance awards for the WDAFS Annual Meeting. Only one member from Oregon applied. Todd spoke to WDAFS ExCom members about the money that ORAFS has invested with them. This investment is receiving good returns; this could be an option for our Money-Market savings account funds.
2. Parent Society Update – No Update.
3. Old Business
 - a. Investment Committee – Todd brought up the idea of transferring our money market funds, which are receiving minimal returns, to the account that we have invested with WDAFS, which is currently returning 7% interest.

- b. Under-represented Groups Scholarship – Todd has been waiting to hear back from correspondence with the parent society regarding Underrepresented-Groups scholarship information.
- 4. New Business – No New Business.

1515 ITEM 3: ExCom updates

- 1. Past-President – Jeff Yanke
 - a. Contributions for Holly Huchko – Jeff purchased a ticket to fly Holly's mother out to be with her during her recovery. There was a motion made to contribute \$300 dollars toward this ticket. All approved.
 - b. Handbook Revisions – Jeff is looking into changing the terms for Secretary/Treasurer and External Director to two-year appointments. This would require changes to the bylaws, which would fall under Kevin's responsibilities.
 - c. Strategic Plan – No Update.
 - d. Website Updates – All annual meeting content is up on the website. **Action Item:** Everyone should look at their respective content on the website to look for errors.
 - e. Listserve – The initial message announcing the Fall Piscatorial Press only went out to 50 people. Mike Meeuwig looked into the problem and was able to merge the two existing lists. **Action Item:** Everyone should make sure that they are signed up on the listserve on the ORAFS website. If anyone has any issues please contact Jeff.
 - f. Piscatorial Press – The Fall PP looks great. ExCom should be preparing for the next PP, which will be during the holiday season and right around the corner.
 - g. Nominations – Jeff has received a few nominations for Vice President and Internal Director. We are currently looking for candidates to run against the incumbent secretary/treasurer and external director.
- 2. External Director – Holly Huchko – Jeff Yanke gave an update for the external director.
 - a. External Director Duties – Duties can wait until Holly returns home on 11/22. ExCom will work with Holly to determine what help, if any, she will need in her role. Gary Vonderohe has offered to assist where needed.
 - b. Committee Workplans
 - i. Timelines – In order to fit with ORAFS' fiscal year, the timelines for the committees were adjusted.
 - 1. Committee Draft Work Plans and Budget – April 1st
 - 2. ExCom approval – May 1st

3. Sixth month update – November 1st.
 - ii. Modifications
 1. Freshwater Habitat – There was mention of a workshop in the workplan; this has been changed to a session.
 2. Native Fish – Planned for an award for the 2014 meeting. This was changed to “develop criteria for an award and include the award in the 2014 -1015 workplan.”
 3. Education and Outreach – It has been challenging to create a standalone E and O session. The committee has agreed to help incorporate education and outreach material into the existing sessions.
 4. Legislative – The term was changed to a two-year workplan.
 - iii. Finalization of Workplans – There was a motion made to approve the External Committee workplans as submitted by Jeff. The motion passed unanimously **Action Item:** Jeff will send the workplans, as approved by ExCom, to the Committee chairs.
 - c. Sue Marshall’s Contract – The contract has been completed and the timeline has been changed to align with ORAFS’ fiscal year, which is from May 1st to April 30th. To accommodate the last contract we had to move some funds left over in our fall retreat budget. The new contract will be billed April 15th so it can be paid before the end of the Fiscal Year and be reflected in the current years’ budget.
 - d. Legislative update
 - i. The legislature will convene in early January.
 - ii. Our legislative committee is encouraging ORAFS to come up with a wild/hatchery whitepaper.
 - e. Historic Photos – Holly had a hard time getting clear enlargements of the photos. **Action Item:** Mike will coordinate with Gary Vonderohe and Don Ratliff to make sure the photos get to whom they need to and are enlarged.
3. President-Elect – Mike Gauvin
 - a. 2014 Annual Meeting Updates
 - i. The registration site is up and running. Mike Meeuwig will be sending updates for contributed papers on a weekly basis.
 - ii. There was a question as to whether presenters could come to the meeting for one day just to present without paying for the full meeting. We have a one-day registration for this type of scenario.

- iii. Historic Committee – Gary Vonderohe has volunteered to help Holly with some of the historic materials for the meeting. Mike picked up all the photos from Roseburg. He will hand them over to Gary for scanning and enlarging.
 - iv. Spawning Run – The Parent Society sent a waiver for people to sign for the spawning run. We will still need some insurance for the event. Mike is working with an insurance company in Portland. The fee should be minimal.
 - v. Annual Meeting Planning Conference Calls – **Action Item:** Mike will send out a doodle poll to schedule the first conference call.
- 4. Vice President – Kevin McDonnell
 - a. Raffle/Auction Update – Item procurement for the raffle/auction is coming along; letters asking for donations have gone out and some items have already been received.
 - b. T-Shirt Budget – T-Shirt and SWAG fall under the same budget category. Once we have some figures we can decide how to allocate the money. **Action Item:** Kevin will obtain some figures for T-Shirt costs by the next conference call.
- 5. Secretary/Treasurer – Tony Siniscal
 - a. Accounts Update
 - i. Business Checking- 09/30/2013 - \$88,807.87
 4 DEBITS \$1,353.60
 10/31/2013 – \$87,454.27
 - ii. Money Market- 09/30/13 \$100,146.78
 Interest accrued in October - \$4.25
 Interest since inception - \$151.03
 10/31/13 \$100,151.03
 - b. Annual Meeting Registration – The registration website is up and running. There have already been a few registrations. Several people have signed up without selecting a lunch option. Tony is working out the bugs in the system as they come up. **Action Item:** Tony will send out a list of registrants at the end of the month and then biweekly thereafter.
 - c. Taxes
 - i. FY 2012-13 – Taxes have been prepared and submitted for FY 2012-2013 to the IRS and the Oregon Department of Justice.
 - ii. FY 2011-12 – Tony is working with the IRS to resolve issues resulting from the late and incomplete filing of FY 2011-2012 taxes.

- iii. **Action Item:** Tony will write up an addendum to the officers' handbook outlining the specific duties and timelines for the secretary-treasurer to avoid any issues in the future.
6. Internal Director – Michele Weaver
- a. Historical Committee update – The committee is making progress coming up with historic items and milestones to be displayed at the annual meeting. **Action Item:** Michele will work with Don Ratliff to come up with a plan and timeline for the historic items for the meeting.
 - b. AFS 2015 Annual Meeting - Michele attended the first planning meeting for the 2015 Parent Society Annual Meeting. The planning committee is looking at rearranging the schedule because of venue conflicts with other events. The committee is getting started with the financial planning for the meeting. The current ORAFS secretary-treasurer will sit on the budget committee. The ORAFS Past President will sit on the fundraising committee. There will be many opportunities for involvement in the 2015 meeting. Michele will send out a spreadsheet detailing where people can get involved.
7. Student Subunit Representative – Andrew Futerman
- a. The student subunit is meeting twice monthly.
 - b. The subunit is applying for funding from the ER Jackman Foundation.
 - c. Todd is scheduled to meet with the subunit on January 28th.
 - d. Fossil-Fuel Divestment Movement – Andrew described a movement that is spreading across college campuses to encourage universities and their investors to stop investing in fossil fuel derived energy.
 - e. Mentorship Program – Andrew is working on a matrix and plan for the program.

1630 ITEM 5: Upcoming ORAFS meetings

- 1. ExCom calls every 2nd Thursday 1500-1700 hours
- 2. Next call – scheduled for December 12th, 2013.