



ORAFS Executive Committee
Spring Retreat Minutes
May 17-19, 2013
Alize Property; Hood River

Present: Garth Wyatt, Jeff Yanke, Holly Huchko, Todd Buchholz, Mike Gauvin, Michele Weaver, Colleen Fagan, Shivonne Nesbit, Kat Gilles-Rector, Don Ratliff (late arrival Saturday).

Saturday May 18th

1. Introduction – welcome new executive committee (0900-1015)

- A. Introductions
- B. Review retreat agenda and logistics
- C. Update contact information
- D. 2013-14 calendar
- E. ExCom communication / process
 - i. Jeff discussed the duties of most of the positions on the Ex-Com. He emphasized how we work with our internal committees, such as webmaster, and social media chair.
- F. Incoming-outgoing position roundtable (duties, tips, etc.)
 - i. Jeff asked everyone to summarize how they became involved in Ex-Com to give the new members some perspective into why others decided to get involved.
 - ii. Garth will meet with Tony and go over the handbook and the role of secretary/treasurer. They will also look in the old minutes to determine why we switched banks from Wells Fargo to Umpqua.

2. Continuing Chapter Business (1030-1100)

- A. Actions items from April 11th meeting
 - i. Post March minutes to website – Garth - **DONE**
 - ii. Check the damn box campaign
 - a) Colleen – **An Email was sent to target audience.**
 - iii. Annual meeting recap for tributary / fisheries –
 - a) Todd sent the recap in to the Tributary.
 - b) Drafting recap for Fisheries.
 - iv. Complete 2012-13 budget for planning – Garth - **DONE**
 - v. Draft work plan / budget – Todd
 - a) See Item 5 (2013-2013 Work Plan and Budget)
 - vi. Hatchery / Wild white paper – Colleen and Ryan
 - a) Colleen will contact Ryan to see if the hatchery committee will be developing the paper.
 - vii. Follow up with Native Fish Committee regarding funding for July workshop.
 - viii. Approve April 11th minutes
 - a) Wait to vote until Garth sends out a clean copy of the April minutes.
- B. Certification scholarship – Jeff Jolley certified professional scholarship reimbursement. Todd motioned to approve the scholarship, Mike seconded, the motion passed unanimously.
- C. Endorsement of Wild Bird Conservation Act – The Chapter will support the act.
- D. Finalize the Chapter Handbook, remove “draft” from title - **DONE**.

3. Communication

- A. Jeff stressed the importance of efficient communication to incoming members.
 - i. As it pertains to urgent matters, it was resolved that all Ex-Com members should be given notice at least 24 hours prior notice to a decision being made. An Ex-Com decision should not be made without a quorum per our handbook.
 - ii. Members of Ex-Com can be over whelmed by the mass amount of email communication. Jeff encouraged everyone to communicate judiciously as to not overwhelm members with unnecessary emails.
- B. Communications internal committees
 - i. The President will be the point of contact for the webmaster.
 - a) Website or listserv postings will be sent to the President to reduce emails to the webmaster.
 - ii. The Past-President will be the point of contact for the Piscatorial Press.
 - a) Jeff will work with Allison to develop a content plan before ExCom members submit their quarterly articles.
- C. Reviewed social media policy with Holly (Incoming External Director)
 - i. To better understand how social media is working for the chapter, we will invite Demian (social media chair) to the next Ex-Com conference call for a status report. **Action Item:** Michele will add Holly as an administrator on the Facebook page. **Action Item:** Todd will invite Demian to the June 13th conference call.
- D. Update Strategic plan which ends in 2013
- E. Regarding the service of the out-going Ex-Com members, it was resolved that each member's employers need to be thanks for supporting their involvement and service. **Action Item:** Todd will write letters to outgoing ExCom member's bosses thanking them for their service.

4. External Director Update (1100-1200)

- A. Legislative process
 - i. New position papers must come through the Ex-Com for approval
 - a) Papers previously approved by the Ex-Com or from Parent Society can be passed to legislators without Ex-Com approval.
 - ii. Lower Columbia critical habitat proposal - Summarized Megan's white paper and the various reasons it wasn't approved. ExCom will look at ways to improve the process and timing of proposals.
 - iii. Review and approve the updated Klamath Dam letter that Dave Buchanan edited for the new Secretary of the Interior.
- B. Legislative Update
 - i. Legislative update
 - a) Sue has been giving us weekly updates from the session.
 - b) Jeremiah, Sue, and Shivonne are meeting on Monday for the upcoming legislative sub-committee hearing for the suction dredge bill.
 - ii. It was resolved that the external committees will need to begin work on their 2013-14 work plans. **Action Item:** Holly will task each committee chair with writing a 2013-14 work plan for their respective committees.

- iii. Each committee chair will canvas their committee for potential engagement opportunities (white papers, meetings, etc.) to address issue in their particular arena.

C. External Committees

i. Committee chairs

- a) Natural Production: Jens Lovtang is stepping down, but Ian Tatum is considering stepping up and is looking for a west side counterpart.
- b) Legislative: Jeremiah Osburne-Gowey is staying on board.
- c) Fish Culture: Ryan Couture is staying on board as committee chair.
- d) Freshwater Habitat: Bill Wall will remain filling in for Ian Reid.
- e) Native Fish: Chaired by Jim Capurso, Ex-Com needs to meet and discuss this new committee's direction with Jim.
- f) Marine Habitat and Ecology
 - (i) Need a new committee chair.
- g) Education and outreach-
 - (i) Need to find a replacement/assistant for this committee chair.

- ii. Education and Outreach Grants – Karen sent the submitted proposals to the committee for review. The committee will review the proposals and will make a recommendation on which projects to fund. Karen will report to the ExCom with the results.

5. 2013-14 Work Plan and Budget (1300-1430)

A. Work Plan

- i. Forgo planning or implementing Chapter sponsored workshops this year in order to concentrate efforts and resources on the 2014 AM and 2015 National meeting.
- ii. Develop and fund an award for Best Professional Paper.
- iii. FOOW continue funds and numbers of grants as planned.

B. 2012-13 Budget Review

- i. Garth and Jeff reviewed the past FY budget. All items in the black, even the forecasting workshop broke even.

C. 2013-14 Budget Planning

- i. Ex-com unanimously agreed to allocate more funding for the 50th anniversary AM. **Action:** Todd will re-work budget and submit for review and approval by next conference call.
- ii. Kristle Volin Memorial Fund - ExCom agreed to donate \$250 to the memorial fund for Kristle Volin.
- iii. Native fishes workshop
 - a) Jim Capurso requested funding to defray attendee costs for the July Native Fish workshop located in Lakeview. The Ex-com is uncertain what the funds would be used for. **Action:** Holly will contact Jim and find out just what he has in mind.

6. 2013 Meeting Recap (1445-1630)

A. Finances - Garth gave a financial recap of the 2013 annual meeting.

B. Evaluation results

- i. Todd gave a summary of the electronic evaluations. Mostly good reviews: Venue, food, and presentations were reviewed favorably.

C. Program

i. Sessions, Moderators

- a) Folks liked the four session format, less presentations, but more topic focused

- b) Moderators still need to work with presenters to keep presentation within their allotted time (one presentation went 15 minutes over).

D. Socials

- i. Well attended and well liked. Especially the student/mentor.
 - a) Next year instruct the mentors to listen more and respond to students questions.

E. Volunteers

- i. With approximately 90 students, plenty of volunteer slots filled.

F. Fundraising

- i. Sponsorships: Sponsorships raised \$6,300 this year at the annual meeting. Jeff expressed some regret on the effort he made following up on potential sponsors. He encouraged future solicitations to first send a letter, and then follow up via email, and then a phone call. Federal sponsorships next year will require a lead-time so agencies can receive approval from their respective departments. Jeff encouraged Todd to start soliciting federal sponsorships in September.

- ii. Raffle / Auction

G. Awards

- i. Online nomination process
 - a) The website should have an online nomination process similar to the abstract submittal process. **Action:** Colleen will work with Mike to accomplish this task.
- ii. Lifetime achievement award
 - a) **Action:** Colleen will draft criteria for this award.

7. Archiving Project Update (1630-1700)

- A. Don Ratliff gave an update on the archiving project at OSU. Don stated that the transfer of material went well and that OSU is excited to have the Chapters documents in their special collection.

- i. The staff at the library are organizing and cataloging the material we provided, and will provide the chapter an indexed summary.
- ii. Don stated that they are NOT digitizing old photos. We'll need to do that if we want to display them at the 50th annual meeting. **Action:** Don will contact Rich Grost regarding existing pictures and possibility to pay for web server space and glean our best pictures from each AM to archive.
- iii. Michele stated that OSU can archive our digital material as well such as digital abstracts, webpage, and such.
 - a) Michele stressed the importance of getting digital material archived, with everything communicated digitally these days there will be no chapter records to archive in the future.
 - b) Jeff would like to see an online digital archive of programs from years past on the website. **Action:** Michele will work with Mike to upload digital material to the webpage and OSU archives.
 - c) Jeff stated that this may be a scenario where we could use an adhoc committee. **Action:** Don will generate an email to solicit material from late 90's presidents/officers for archiving (post-printing era). Michele will create a listserv from that era and send out the email.

8. 2014 Annual Meeting Planning (0900-1200)

- A. Jeff summarized the benchmarks that Mike needs to accomplish before the fall retreat.
 - i. By the fall retreat, plan on having half the talks accounted for in invited symposia allowing the other half to come via contributed papers.
 - ii. Student talks should be integrated into the professional symposia. However, all student talks need to be scheduled before Thursday at noon.
 - iii. Have a draft of the meeting program completed at least a week before the early bird registration deadline to allow people to get approval for attendance from their employers and to register at the discounted rate.
 - iv. **Action:** Mike call Heather to make sure she can do the printing ASAP.
- B. Theme
 - i. 50th anniversary: **Celebrating our Legacy.**
 - (a) The theme should focus on the chapter's legacy of activism, what we have done to protect fishery resources, not just report.
 - (b) We discussed pulling together some of the prominent figures from the past and have them talk about how AFS helped shape their career. Make them session conveners. Ensure the legacy component is integrated into each session.
 - (c) Possible plenary speakers: Howard Horton, Kat Brigham, Jim Martin, and Jim Lichatowich.
 - (d) Workshops: Send out a poll (Survey Monkey) to the membership to see how popular certain workshops would be. **Action:** Jeff will get the list of potential workshops narrowed and start the survey to determine which workshops we will offer.
- C. 50th Anniversary Items
 - i. Mike had the idea of contracting Ray Troll to do something specific to the 50th anniversary. **Action:** Mike will contact Ray Troll do obtain an estimate.
 - ii. We could wrap a 50th anniversary banner around our current logo. We discussed placing it on wine glasses, pint glasses, shirts, ball caps. **Action:** Todd will have Jean look at the logo and the possibility of the 50th anniversary to the logo.
- D. Budget Issues
 - i. We would like to include as many retirees and prominent historical figures at the 50th anniversary. It may be a challenge to those without financial support to attend. Ideas to defray costs include using the FOOW to cover retirees or have a separate line item to comp retirees.
 - ii. Retires can apply for FOOW to defray attendance cost.
 - iii. To advertise the meeting to that group, we discussed sending them a formal letter/email asking retirees if they need assistance getting to the meeting or with the costs associated with the attending the meeting.
 - iv. We discussed hosting a lunch reception that focuses on the retirees (or former ExCom), so they can mingle with each other and reconnect. However, we discussed it may be

better for the newer members to interact more with older members. An alternate idea was to host the social concurrent with the poster session.

- v. Discussed raising registration costs to \$145 to cover added expense of 50th anniversary AM.
- vi. Vendors. Vendors prefer to be in the main area so that during breaks, attendees can visit their booths. In order to attract more vendors, Michele suggested that we offer banquet tickets and raise their registration fee by \$35. **Action:** Michele will look cost breakouts at giving the vendors banquet tickets as a perk and increase their registration fee by \$35.
- vii. Raffle/Auction. Kevin suggested a fund raising game of bean bag fish passage. **Action:** Kevin will make/obtain the bean bag score boards