

DATE: April 25 - 27, 2014

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer



SUBJECT: Minutes from ORAFS Spring Retreat Business Meeting, April 26th and 27th.

Location: Lincoln City, Oregon.

ExCom Present: President – Todd Buchholz, President Elect – Mike Gauvin, Past President – Jeff Yanke, Vice President – Kevin McDonnell, External Director – Holly Huchko, Internal Director - Michele Weaver, Secretary/Treasurer – Tony Siniscal , Student Subunit Representative – Andrew Futerman, Incoming President Elect – Troy Brandt, Incoming Vice President – Jason Seals, Incoming Internal Director – Kelly Coates, and Incoming Student Subunit Representative – Matt Damiano.

Saturday April 26th

0830 ITEM 1: Introductions and Welcome to the Incoming Executive Committee

1. Introductions – Incoming and outgoing ExCom members introduced themselves and briefly explained how they became involved in ORAFS.
2. 2014 – 2015 Calendar
 - a. AFS - The National AFS meeting will be in Quebec City, Quebec, in August. Mike will be representing ORAFS. The travel costs for this meeting may be a bit higher than usual because of international travel.
 - b. WDAFS – A representative from the Chapter will be attending the WDAFS Annual and mid-year meetings.
3. ExCom Communications
 - a. General Emails – It is not necessary to “reply all” on every email. If your response only pertains to certain ExCom members please reply to those people only; this cuts down on the volume of emails in our inboxes.
 - b. Requests for ORAFS involvement - Forward requests to the External Director. Holly will vet requests and present to ExCom. The general timeline on a response to a request is about a month. This allows for discussion at monthly conference calls.
 - c. Meeting Minutes – When commenting on or editing meeting minutes please use the most recent version that is sent out and forward to everyone after adding your initials to the filename. If you do not have

any comments/edits please indicate so in an email to the Secretary/Treasurer.

- d. Collective Voice – When presenting items to ExCom that require a decision via email please give appropriate time for all ExCom members to weigh in. If the item is urgent please indicate so.
- e. Solvency – State and Federal email are subject to Freedom of Information Requests. If a topic is especially controversial, please use your personal email for communication so you will be using your AFS voice and not your employers.
- f. Incoming-Outgoing Officer Roundtable Discussion - Each ExCom member explained their respective duties as outlined in the Administrative Handbook. **Action Item:** All ExCom Members should verify that they are active Society and Chapter members.
- g. Updating Officer Contact Info – **Action Item:** Please send your contact info to Mike; Mike will forward information to the Society and to Mike Meeuwig for posting to the Chapter website.

1000 ITEM 2: Continuing Chapter Business

1. Five Year Strategic Plan - The Five Year Strategic Plan was submitted by Jeff for consideration by ExCom. There was a motion made to accept the strategic plan as submitted. The motion was seconded and approved by majority vote.
2. Administrative Handbook – Jeff has been working on updating the administrative handbook; a draft was submitted to ExCom for review. There was a discussion on the details of the Handbook including several proposed amendments. Approval of the Handbook was tabled until Sunday (04/26/14) to give ExCom time to review the entire handbook and proposed amendments.
3. ORAFS Investments – Todd and Troy went over the WDAFS Memorandum of Understanding on the Chapter’s WDAS Invested Finances.
4. ORAFS Poster – We are working on updating the Chapter’s outreach poster. Part of our current strategic plan is to increase and improve outreach; updating this poster will help in our goal of improving outreach and is long overdue.

1100 ITEM 3: ExCom updates

1. Internal Director - Michele Weaver – No update on Internal Director Activities. Michele is actively involved on the planning committee for the Society 2015 meeting and discussed the upcoming visit by AFS Bethesda Staff.

2. External Director – Holly Huchko
 - a. Committee Work plan updates - The old Administrative Handbook indicated that committee work plans were due by the spring retreat. New committees do not actually convene until May 1st; the deadline was pushed until June 1st so that the new committees would have time to actually review and consider the work plan that they would be implementing. Budget items are still due May 1st so that they can be approved for the upcoming fiscal year operating budget.
 - b. Legislative Committee – Two new co-chairs have been selected: Josie Thompson and Haley Blake. We need to recruit new members for this committee. **Action Item:** Please send recommendations for legislative committee members to Holly.
 - c. Liaison Selection – Holly has reviewed several proposals and the bids have been much higher than in previous years. ExCom brought up several ideas how to deal with or defray the increased potential costs including alternating years of lobbyist contracts. Holly has looked into teaming up with the Wildlife Society and splitting the cost of a lobbyist. ExCom considered the options and agreed that we need to have a legislative liaison in order to keep track of upcoming bills, arrange meetings/interactions with legislators, and advise us on the white paper needs, especially during active long sessions in Legislature. We need to stay active and relevant as trusted advisors for ORAFS. **Action Item:** Holly will draft a contract with Eric Kancler as our legislative consultant for 2014-2015.
 - d. Habitat Continuum Poster – Karen Hans is working with a colleague in finalizing the poster, in particular the artwork. The poster should be done by the end of FY 2014-2015, and budget money for printing \$1500 was rolled over from last biennium
 - e. Native Fish Award – The Native Fish Committee is coming up with a Native Fish Award including a hand carved fish wooden award. This award will be managed by the committee.
 - f. Hatchery vs Wild White Paper – Doug Olson is spearheading the drafting of this white paper and would like some direction in what to update/focus on from ExCom. **Action Item:** ExCom will provide direction for Doug, work on creating a committee for Doug to work with, and make sure that the committee members are diverse and representative.
 - g. Lister et al Paper Discussion – After further consideration, ExCom has resolved that we will not be issuing a rebuttal statement as requested

from an ORAFS member at AM. We need to stay objective and let the existing review/rebuttal process handle issues with this paper.

- h. Overall White Paper Goals – Holly inquired as to how many white paper projects we would like to pursue this year and how we should prioritize them. The timing for white paper development is during the summer so that they are ready for the winter legislative session.

Action Item: ExCom will determine how to plan/prioritize/execute the existing white paper laundry list and determine how we can use OSU as a resource in generating some of these white papers.

Action Item: Futerman will follow up with Scott Heppell and Dan Edge as to a potential white paper development process.

- i. OSU White Paper Development Process – ExCom would like to use OSU faculty and students as a resource in developing our white papers. The process could start out with the formulation of position papers, which could be refined and focused; generally, white papers are two pages maximum. We should also consider reaching out to other universities for involvement. ORAFS needs to make the expectations clear for the development of these documents; it should also be mentioned that the author's names would not be on these papers.

- j. Workshops – Several of the committees have mentioned that they would like to hold a workshop in FY 2014-1015.

- i. Fish Culture committee would like to plan a fish genetics workshop at the OHRC with attendance in the 25 to 50 range.

- ii. Natural Production Committee would like to have an escapement workshop.

- iii. Fish Habitat Committee would like to hold a habitat restoration workshop at the 2015 Society meeting in Portland.

Action Item: ExCom will pitch the idea of holding a combined Fish Culture/Nat Production workshop with the theme of Hatchery vs. Wild and a goal of a symposia publication and/or summary.

Action Item: Committees should submit proposals for desired workshops.

3. Student Subunit Representative – Andrew Futerman

- a. Student Mentorship Program Update – Initially the pool of mentor volunteers was low, however, the listserv posting has increased participation. A cluster analysis was used to assign mentees to mentors. Andrew and Kevin would like to continue to see the mentorship program through and suggested forming an ad hoc

committee to guide the program. The committee could be part of the student subunit as any funding needed could be included in the student subunit budget. ExCom members discussed their mentoring experience and the take home message is that the mentorship is most effective when the mentees are proactive and approach the mentors.

- b. Student colloquium – Past student colloquiums that have been held as part of an annual chapter/division/society meetings have had limited success. Andrew expressed that he would like to make future student colloquiums successful. ExCom discussed the utility of having a separate gathering of students at an annual meeting and concluded that there would likely a greater benefit in spreading out student talks within the general program. Having the students as a part of the general program improves attendance at talks, encourages feedback from professionals, and has ancillary networking benefits. The student activities committee for Portland 2015 is not planning to hold a student colloquium at the meeting. We should take steps to ensure the quality of the student experience at the meeting. **Action Item:** Holly and Tony will invite Andrew to the conference calls for the Portland 2015 student activities committee.

4. President Elect – Mike Gauvin

- a. Mike highlighted points from the annual budget and work plan. This fiscal year will differ from normal operations as we will not have an ORAFS Chapter meeting during fiscal year 2014-2015. The 2015 annual meeting will be held in conjunction with WDAFS and AFS in Portland in August 2015.
- b. Work Plan - ExCom went through the work plan line by line and made edits and suggestions.
 - i. Discussion Points
 1. Headers in the work plan need to correspond with headers in the strategic plan and budget.
 2. ExCom will evaluate the possibility of having OSU students and faculty develop position/white papers for the chapter.
 3. Timing for scholarships/awards/plaques should be kept the same for FY 2014-2015 even though a chapter meeting will not be held in February. This way the funds will be reflected in the 2014-2015 budget.
 4. Expenses for this coming fiscal year will be higher because of increased legislative liaison fees and increased

expenses for travel and attendance at the Quebec AFS meeting.

5. The underrepresented student scholarship will be explored but should be implemented during another fiscal year.
6. ExCom is considering providing Fish Out Of Water (FOOW) Waivers for potential workshops in this coming fiscal year in lieu of an annual meeting.
7. North West Fish Culture Conference (NWFCC) Account Request – The NWFCC group has asked once again if ORAFS would use our financial accounts and not-for-profit filing to hold money associated with their annual meeting. ExCom decided it would be better to defer the request to WDAFS because the NWFCC planners are from several states and the meetings are only held in Oregon about every four years.
8. The investment plan in the administrative plan should be considered and followed.

ii. **Action Items:**

1. Items from the strategic plan should be incorporated into the work plan.
2. Decide on location and venue for 2016 chapter meeting.
3. Guidelines for 2015 elections need to be outlined.
4. Events need to be posted in Fisheries.
5. ExCom needs to interface and engage with the national planning committee for the 2015 national meeting.
6. ExCom member roles (current and planned) in Portland 2015 planning need to be outlined.
7. ExCom members should send Mike an email outlining Portland 2015 planning roles to date.
8. Students (Andrew, Kevin, Jason and Matt) should review the work plan section on “Promote development of fishery and aquatic science students” and provide comments to Mike.
9. Investment plan and committee needs to be implemented.

c. Budget Overview

i. Discussion Points

1. ORAFS needs to keep in mind that because we will not be holding an annual meeting during FY 2014-2015 we will not be bringing in any income.
2. Expenses should be trimmed where possible without hurting existing grants and awards as a lot of work has been put into establishing the programs that we currently have.
3. ExCom needs to take a good look at the long-term strategy and determine why there is a declining fiscal trend.
4. ExCom discussed the options for a legislative liaison.

ii. **Action Items:**

1. Move forward with the selection of a legislative liaison by the External Director.
2. Move forward with the budget as proposed by Mike. ExCom will vote on approving the budget at an upcoming ExCom conference call.

5. Past President – Jeff Yanke

- a. Website Provider Issues – We need to follow up on the website issues to determine how to prevent problems in the future, whether it be fixing the issues or considering going with another webhost.

Action Item: Holly will work with Mike Meeuwig and seek recourse for website issues.

Action Item: Put a traffic counter up on the website.

- b. Website “bird-dog” – There was a discussion as to who will be responsible for shepherding the website content after Jeff’s term is over.

Action Items: Holly will take over website “bird-dog” responsibilities. ExCom should send items to Holly for posting.

- c. Past Annual Meeting Material Archive – There was a discussion as to what information should be posted with regard to past annual meetings.

Action Item: The past annual meeting programs, abstracts, location, meeting attendance, and program chair should be included on the website.

6. Secretary/Treasurer – Tony Siniscal

- a. Finances update - Tony gave an update on the chapter finances. ExCom had a discussion on the direction of our financial security. There has been a trend of decreasing revenue and increasing costs for the past several years. We need to look at what is really going on

decide where we can save money, make a little bit more, and continue to provide the programs, support, and scholarships that we have put effort into creating.

- b. Annual Meeting Items – OSU still needs to be billed for the student room charges.

Action Item: Tony will contact Dan Edge and invoice OSU for the Undergraduate Student Room charges at the annual meeting.

7. Other Items

- a. Successful chapter article for Fisheries – ExCom discussed the outstanding request for us to write an article for Fisheries with respect to what it takes to be a successful chapter and win chapter of the year awards.

Action Item: Todd will work on drafting the article.

Sunday April 26th

0845 ITEM 4: New Chapter Business

1. Chapter Dues and Meeting Registration Fees – ExCom is considering raising the Oregon Chapter Dues from \$2 and increasing the cost of registration at our annual meeting. When comparing both to other chapters and to other organizations we charge much less.

Action Item: ExCom will research costs and revenue and come up with a proposal for a new price matrix for dues and registrations.

2. Check The Damn Box Campaign – We need to continue the effort to increase Oregon Chapter membership.

Action Item: Todd will work on updating the list of current Chapter members.

3. Strategic Plan and Administrative Handbook

- a. Investment Plan – It is past due for ORAFS to have a solid investments plan. Progress should be made on the plan during this coming Fiscal Year.

- b. Fiscal Strategy – ExCom needs to come up with a financial strategy and include it in the strategic plan. The annual meeting program can be used to look at trends in revenue.

Action Item: ExCom should have a strategic financial plan in place by the end of Fiscal Year 2014 – 15.

- c. Strategic Plan – ExCom reviewed the strategic plan. There was a motion made to accept the Plan as submitted by Jeff. The motion was seconded and approved by vote.

4. FY 14 – 15 ExCom Officer Elections – There was a discussion as to how elections should be held in lieu of an ORAFS meeting during the fiscal year. ExCom decided that elections should be held electronically. The listserv should be used to reach out to the membership, nominate candidates, and vote.
5. 2015 Joint ORAFS/WDAFS and Society Meeting Planning – Several members from ExCom have been involved in planning committees for the Portland 2015. We need to reach out and ensure that we are actively involved in the planning for this meeting.
Action Item: Mike will arrange a conference call with the program chairs.
6. 2016 Meeting Planning
 - a. A venue needs to be secured for the 2016 ORAFS meeting soon.
 - b. We will look into holding a joint meeting with the Western Groundfish Conference with the goal of further engagement with marine fisheries professionals.
Action Item: ExCom will report on Western Groundfish Meeting metrics by the next conference call.
 - c. If the joint meeting with Western Groundfish does not work out then we will consider Wildhorse Casino as a potential Venue.
Action Item: A representative from ExCom will scout the venue at Wildhorse to see if it meets our needs for a conference.
7. March Meeting Minutes –There was a motion made to accept the minutes as submitted by Tony. The motion was seconded and approved by vote.
8. Other Business
 - a. Letters to ExCom members’ should be sent to supervisors thanking them for their support. **Action Item:** Todd will draft letters to be sent to the outgoing ExCom members’ supervisors.
 - b. Past President Award – There was an error on Jeff Yanke’s plaque.
Action Item: Jeff will be issued a new plaque with the correct dates.
 - c. ExCom Email Inboxes: ExCom inboxes are getting rather full on the server.
Action Item: All ExCom members need to clean out their respective mailboxes on the servers. Holly will contact Mike Meeuwig for instructions on how to access the webmail and distribute to ExCom.

1000 ITEM 5: Upcoming ORAFS meetings

1. Next conference call will be on May 12th from 3 to 5 PM.
2. ExCom calls are the second Thursday of every month from 1500 to 1700.

1005 Meeting Adjourned By Motion and Vote