



ORAFS Executive Committee

Fall Retreat Minutes

Sunriver, Oregon

September 23-25, 2016

TO: ORAFS Executive Committee

FROM: Katie Pierson, Secretary

SUBJECT: Minutes from ORAFS Executive Committee Fall Retreat, Friday September 23-Sunday September 25, 2016

In attendance: President-elect – Shivonne Nesbit, President – Ben Clemens, Past President – Troy Brandt, Vice President – Jeremy Romer, External Director – Cory Sipher, Secretary – Katie Pierson, Treasurer – Tony Siniscal, Student Subunit Representative – Jacob Peterson

Friday, September 23rd

2115 Call to order

I. Chapter Business

- a. External committee work plans— Sipher
 - i. The draft work plans are back from all the committees, they have been uploaded to the Google Drive (the only plan that is not on the Google Drive is the Legislative Committee, however, it has been submitted). There was a discussion about how External Committees and ExCom can be more transparent about budgeting money for External Committees. ExCom will work to clarify this. If the external committees have budgets then it need to show up on the Operating Budget somewhere.
 1. **Action Item: ExCom will work to clarify how the External Committee budgets are included in the Work plan and Operating Budget.**
 - ii. Discussion about creation of an Award for the Outstanding External Committee of the Year Award. Decision was made not to add this type of award.
- b. Legislative committee update— Brandt
 - i. Some topics that are on the Legislative committee's radar are Suction Dredge Mining, Mercury Content, Herbicide/Pesticides.
- c. Financial Sustainability Plan and Investment Policy (FSPIP)—Siniscal/Brandt
 - i. Troy will send out the Financial Plan to have ExCom take a quick look-through, although the plan has been approved.
 - ii. More discussion will occur tomorrow during the Past President portion of the agenda (see below).

2213 Adjourn

Saturday, September 24th

8:40 Call to Order

II. Chapter Business

- a. Bylaws and Administrative handbook revisions— Romer
 - i. Finalize a name for the Financial Sustainability Committee
 1. Currently, there is only an Investment Committee. Previous discussions among ExCom officers and other ORAFS members focused on the need for a committee that would provide long-term oversight of Chapter finances. The Investment Committee's narrower focus was not intended to provide broad oversight of the chapters finances and long-term financial goals. Now that ExCom has established and transferred money to the ORAFS Charles Schwab account, ExCom determined the prudent direction would be to have the Investment Committee also provide broader financial oversight of ORAFS.
 2. Tony moves we change the name of the investment committee to the Financial Sustainability Committee; they will implement both the Financial Sustainability and Investment plans, Shivonne seconded; there was no discussion, motion approved unanimously.
 - a. The Financial Sustainability Committee meetings will be open to all ORAFS members and the ExCom Treasurer and Past President will be members of the committee.
 - b. This committee will make decisions as to what ORAFS will be investing in. Investments should be consistent with the ORAFS mission. ExCom will remain vigilant about investing wisely.
 - ii. There will be a new Bylaws draft to edit, the Financial Sustainability Plan and Investment Policy (FSPIP) will be appended to the end of the bylaws.
 1. Action Item: Any edits on the FSPIP or Administrative Handbook and the Bylaws are due to Jeremy – deadline Oct. 15
 2. Bylaws will then be forwarded onto AFS' Constitutional Consultant (John Boreman) in November so that the Bylaws can be voted on at the Governing Board, and then the Bylaws can be voted on by ORAFS in Dec 2016-Jan 2017.
 - a. Action Item: Troy will follow up with John Boreman, then Jeremy will send the Bylaws (do not need to send the ORAFS Administrative Handbook again this year).
- b. Fall Piscatorial Press— Brandt
 - i. The Fall Piscatorial Press will be out before Mid-October. Troy has been continuing to search for an editor, Alison Evans will continue to brainstorm on a candidate and potentially help Troy in the interim.

III. Annual meeting timelines

- a. Meeting planning timeline (Benchmark) table (Adapted from Annual Meeting Planning Handbook: Appendix II)

Bench Mark	Deadline for 2017 Bend
Abstract submission – by the fall Piscatorial Press (PP)	10/11/2016
Registration open – by the fall PP	10/11/2016
1 st call for papers – by the fall PP	10/11/2016
2 nd call for papers	11/18/2016
Abstract submission deadline	12/9/2016
Officer nominations	12/9/2016
Winter PP	12/16/2016
Awards Deadline	12/16/2016
Fish Out Of Water Waiver	1/13/2017
Abstract acceptance	1/13/2017
Sponsorships	1/27/2017
Early Registration Deadline	1/27/2017
Room Block Deadline	1/27/2017
Cancellation Date Deadline	2/13/2017
Printing Deadline	2/17/2017

- b. Action Item: Shivonne will sign the contract with the Program Editor soon, and send to Ben for his signature to complete the contract agreement.
- c. Federal agencies often need to know travel prior to October 15 if they are going to a meeting in February. For the future, we should know those deadline dates for these agencies and make sure to get information to them prior to those dates.
- d. Discussion on Webmaster, Lora Tennant's time constraints and access to listserv.
- i. Lora is out in the field for the month of October. Therefore, people should get her anything that needs to be on the website. Shivonne will get all promotional and Annual Meeting website information to the webmaster at the end of September. Shivonne will send the Abstract submission opening to the ORAFS all listserv, Ben will accept for the listserv in Lora's absence.

I. Annual meeting program

- a. Program Theme: "Casting a Broader Net- Increasing Diversity and Inclusion in the Fisheries Profession"
- i. The vision is to encourage attendance from people that don't normally come to ORAFS meetings (e.g., watershed councils, ODEQ, Tribes). Shivonne has been contacting people to explain that vision and ask them to ask people who don't normally come to the ORAFS meeting.
- b. Plenary Session
- i. Speakers
1. Dr. Melanie Okoro- confirmed – Topic: recruitment retention
 2. Don Ratliff- confirmed- Topic: Deschutes Basin history
 3. Tribal representative- Warm Springs Roots Program high school program K-12→"Bridges Program"- Program that aims to recruit into four year degrees- Shivonne hasn't heard back from them.

- ii. Timing of the plenary session- If Shivonne doesn't get a hold of someone from the Bridges Program, we will have the two confirmed plenary speakers, and they will have more time.
 - 1. At the American Fisheries Society in Kansas City this past year, a single Plenary Session occurred each day. However, this wouldn't work for the ORAFS Annual Meeting, based on space constraints, but it's something to think about for the future.
- iii. Honorarium for each plenary speaker
 - 1. ORAFS will waive registration fee, provide a hotel room, and a \$500 Honorarium (this is all in the budget).
 - 2. Plenary Speaker's Dinner will be Tuesday night: speakers and ExCom dinner.
- c. Workshops (15 mins)
 - i. The lead organizer for each workshop will receive a registration fee waiver. The supporting organizers for the workshops will NOT have their registration fees waived.
 - ii. We have 3 rooms for Tuesday and Wednesday- Jordan Massie and Shivonne have met with all the workshop organizers.
 - 1. "Science Talks" (Steve Sobi): would like <20 people - 4 hours Wednesday morning
 - 2. "Bayesian Statistics"- 8 hours Tuesday-Wednesday
 - 3. "Genetics" – already had 80 people respond to survey- 4 hours Tuesday afternoon will focus on theory. Case studies will be during the technical session, which will be separate from the workshop.
- d. Meetings
 - i. Action Item: Shivonne will talk to Scott Lightcap about whether they would like space for a BLM meeting.
 - ii. Action Item: Shivonne and Ben will follow-up with ODFW and OSU on a potential ODFW and OSU sponsored mixer for all attendees.
- e. Technical Sessions
 - i. Invited Symposia
 - 1. All Speakers must pay for registration. There is a Fee Waiver Policy (Appendix II in the Annual Meeting Handbook), that should always be referred to. (Caution on saying you are an invited speaker, instead we are putting together a session and would like you to contribute a talk.)
 - 2. We can do 4 concurrent sessions with technical talks.
 - 3. Shivonne and Katie will have a call on Monday with the Pacific Northwest Aquatic Monitoring Partnership (PNAMP) about a breakout session or workshop.
 - 4. Action Item: Shivonne will talk to webmaster Lora Tennant about including Keywords when people submit an abstract.
 - 5. Legislative session- Could tie into water use/climate change etc. session- Erik Kancler (legislative liaison) can come on the Friday of the meeting (March 3).

- a. Action Item: Shivonne will reach out to the Legislative Committee Co-chair, Hailey Blake to see if there are talks she thinks that we should have.
 - i. Potential talk: Current lawsuits on the Deschutes around the topic of water withdrawal.
- 6. External/internal committee meetings
 - a. Each External/Internal Committee will have a poster and staff the poster session to interact with potential committee members. This could serve as an alternative or supplement to the committee meeting.
 - ii. Alternate speaking format – speed talks (PechaKucha)
 - 1. For Seaside the speakers practiced beforehand and it went well. Ben asked Dr. Brian Sidlauskas to convene the session. Brian communicated extensively with his speakers beforehand, and they even practiced to ensure the timing and transitions went smoothly.
- f. Poster Session
 - i. Our goal is to have more posters (target is 30, with a max of 36).
 - 1. Solicit Posters from Student Subunit and Scott Heppell’s problem solving class.
- g. Registration Costs – In Bend, we are expected to make \$20,000 less than what we made in Seaside. This shift in profit should not be alarming, over-time it will even out.
 - i. ORAFS registration costs have been based off of previous meeting registrations. In the past, we never projected our income (now we can), which is why we did not have guidelines about fee structure increases.
 - 1. Decision: As registration fees were raised for the 2016 Seaside meeting, ExCom agreed to not raise them again for the 2017 Bend meeting.
 - ii. ExCom’s goal for Annual Meeting profit is \$40,000, in-line with ExCom’s average annual operating budget.
 - 1. The goal for the raffle-auction is \$20,000 profit.
 - 2. ExCom will need to work pretty hard on decreasing expenditures. ExCom anticipates \$60,000-70,000 of expenses for this Annual Meeting, which is a little high if ExCom are going to meet our goal of clearing \$40,000 profit.
 - 3. Vendor fees: State, Federal, and Private all are the same price. We do limit non-profit/artist vendors. ExCom should consider a modest fee increase for all vendors because venue costs for each booth are relatively high.
 - a. Context: River Restoration Northwest (RRNW) is our main meeting “competition” since the RRNW is held in early February and attracts many of the same attendees. RRNW’s minimum vendor charge is \$800.
- 4. Workshop costs

- a. Science Talk will be \$50. Bayesian Statistics will be \$150. Genetics cost is currently being discussed.
- 5. There will be no Texas Hold'em fundraiser this year.
- 6. Spawning Run
 - a. Moving the spawning run to the afternoon to avoid morning icy conditions will be considered.
 - b. Action Item: Jeremy will ask Shannon Richardson if she wants to be chair again (she was the chair during the Annual Meeting in Seaside during 2016).

Adjourned for Lunch 12:06
Call to Order 13:10

II. Budget/Sponsorship/Advertising

- a. Things to buy
 - i. Tony added 6 clickers with pointers to the budget (~\$40).
 - ii. Is it worth buying a projector? –No, ExCom can always borrow one from an agency if we need.
 - iii. We need banners for nametags.
 - iv. Troy ordered 8 Slideable plaques (\$25 each).
 - v. Swag
 - 1. Want to order swag with the ORAFS logo, as well as the 2017 Annual Meeting Diversity logo.
 - vi. Apparel
 - 1. Former Past President Todd Buchholz did the last apparel order.
- b. Inventory to check with Mike Gauvin at ODFW headquarters in Salem
 - i. Wine
 - ii. Bulldog clips
 - iii. Poster boards are at USFWS in Vancouver
 - iv. ORAFS t-shirts
 - v. Auction items
 - vi. Action item: Ben will check with Gauvin about the inventory.
- c. Annual Meeting budget-
 - i. One of our major costs is beverages, so we should try to get more kegs donated.
 - ii. Coffee is also a big expense, therefore, Gary will keep an eye on coffee to make sure they only refresh when it is out (this usually saves a few hundred dollars).
 - iii. Action Item: Tony will contact Karaoke Kings (live entertainment).
 - iv. Adjusted Plenary Speaker Lodging and Honorarium to reflect the higher room rate (\$105 non-river view) and adjusted budget for 2-3 plenary speakers (see also I.b.iii, above).
 - v. Student Volunteer Housing
 - 1. We have decided to cap the volunteers at 40 students.
 - 2. ORAFS has budgeted for half of the 24 room nights we need for volunteers (assuming 8 rooms for 3 nights with 5 person occupancy).

3. Action Item: Jeremy is going to talk to Selina Heppell next week about housing for OSU students.
 - a. Historically, OSU is willing to pay undergraduate student volunteer housing, and ORAFS pays graduate student volunteer housing.
 - b. Volunteer hours at the ORAFS Annual Meeting count for the exploratory internship at OSU.
4. Action Item: Jeremy will approach other schools for student housing sponsorships, so that their students have the opportunity as well.
5. Scott Heppell pays for the registrations of his AFS internship class because it is a requirement for his students to come to the meeting.
- vi. Silent Auction/Raffle
 1. Auctioneer
 - a. Action Item: Jeremy will follow up with the local auctioneer.
 2. We will use the same person that Jeremy used last year, to frame the art pieces for the auction.
 3. We need a way to get more auction items sold. One thought was to invite the fly fishing community to the silent auction. Our target for the auction is \$15,000.
- vii. Currently, we have around \$83,000 in expenses in the proposed Annual Meeting budget.
- d. Sponsorship
 - i. \$25k is the goal for sponsorships.
 - ii. Action Item: Troy and Ben will talk and update the Sponsorship letter.
 - iii. Action Item: Shivonne will confirm the in-kind donation for program printing – PacificCorp.
 - iv. Action Item: Troy and Ben will solicit a \$5k sponsorship for logo on the pint glasses given at registration.
 - v. January 27 is the deadline for sponsorship to be recognized in print.
- e. Advertising/Promoting meeting
 - i. Multiple people are compiling lists of colleges and universities in the area.
 1. Action Item: Jeremy will compile the entire list prior to sending out the promotional flyers and the fisheries career counselors.
 - ii. Shivonne will be working on promotional material for the website. Katie will be the keeper of all the promotional material.
 - iii. Options for getting the word out- listserv, website, social media.

III. Annual Meeting Logistics

- a. Schedule-at-a-glance
 - i. See notes above.
 - ii. Ben and Troy are responsible for the Business meeting and awards lunch.
- b. Planning Committee

- i. Planning Committee Chair – Nesbit
- ii. Business Meeting – Clemens
- iii. Facility and Food Arrangements – Vonderohe
- iv. Imbibements – Ken Loffink
- v. Poster Session – Chrissy Murphy
- vi. Program Guide/ Design and Layout Contract/Printing Options – Nesbit/Stanley
- vii. Raffle and Auction – James Bartlett
- viii. Registration – Siniscal
- ix. Signs and Banners – Vonderohe
- x. Sponsorships – Brandt/Clemens
- xi. Trade Show – Brandt
- xii. Student Coordination & Activities –
 - 1. Action Item: Jeremy will contact several people
- xiii. Student Paper Judging – Currently unassigned
 - 1. Action Item: Jeremy contacted Neil Thompson and Luke Schultz – will follow up.
 - 2. Last year we implemented online judging- there was a little confusion at first, but in the end, it worked well.
- xiv. Spawning Run/Carcass Crawl – Shannon Richardson
- xv. Website and Online Abstracts – Lora Tennant
- xvi. Awards – Colleen Fagan
 - 1. Submission timelines
 - a. Action Item: Ben to set-up a call with Awards Committee- to identify people who deserve awards now, so we can solicit nominations.
- xvii. Student Scholarship – Scott Heppell
 - 1. Website needs to be fixed prior to submission openings.
- xviii. Diversity Scholarship
 - 1. Cory will coordinate with the Human Diversity and Education/Outreach External committees as they decide the requirements within about 1-2 weeks, including who applicants will send the information to. This information will be included in the website.
 - 2. Jeremy will coordinate with Cory and Lora to get all the necessary information onto the website and into the letter that is being sent to colleges to advertise the scholarships and the Annual Meeting.
- xix. Childcare will not be offered or provided during the Annual Meeting.
- xx. Name tags and lanyards (we should have enough lanyards with double bulldog clips, after the large purchase that Tony made for them last year)
 - 1. Action Item: Tony will check on that inventory.
- c. Vendor Displays
 - i. Action Item: Gary will find out whether there is a per day price point from Riverhouse.
 - ii. Make decisions about how many vendors and locations once we see the space this afternoon.

d. Social Events

i. Banquet

1. Food

a. Maybe Next Year:

- i. Explore the option of having a buffet.
- ii. See if ExCom can negotiate the plate fee so that the venue doesn't charge the most expensive plate.

b. Decisions:

- i. Lunch choices: Balsamic chicken breast, Pappardelle Bolognese, Vegetable curry \$27/plate.
- ii. Dinner choices: Grilled Flat Iron Steak, Grilled Salmon Filet, Vegetarian Paella \$39/plate.

c. Action Item: Tony will change dinner ticket to \$40.

ii. Student-Mentor Mixer

1. Action Item: Jeremy needs the mentor list from last year from Tony.

- a. Ensure there is a diversity of agencies, genders, and ethnicities, etc.
2. Speed dating format—Every 7 minutes there will be a cow bell to change who you are talking to.
 - a. Example questions or conversation starters will be provided.
3. There is a \$2,000 budget for the food and drink for the Student-Mentor Mixer.
 - a. Action Item: Jeremy and Jacob will work with Gary to figure out food/drink for the Student-Mentor Mixer.

IV. Chapter business

a. Review and correct August meeting minutes as needed—Siniscal/Brandt

- i. Tony makes a motion to approve the minutes, Shivonne seconds, there was no discussion; the motion passed unanimously.

b. Student Representative update—Peterson

i. Club Business

1. The OSU Fisheries and Wildlife Club is the subunit for the American Fisheries Society, The Wildlife Society and The Coastal Society.
2. Tuesday the club had an ice cream social, with all of the clubs within the College of Agriculture, good amount of people stopped by the table (roughly 5-20). There is a BBQ scheduled for October.
3. Danielle Jarkowsky- intern coordinator and club adviser (recently replaced by Scarlett Arbuckle)
4. Leadership Team holds office hours once a week when members can ask questions. The Leadership Team includes the President, Vice President, the Coastal Society liaison, the Wildlife Society liaison, the ORAFS Liaison, secretary, and treasurer.

5. There is a lot of student membership turnover, is there any way we can have more continuity in subunit leadership?
 - a. Jacob says the problem is that too few members are engaged and want to participate.
- ii. Membership
 1. How many members are into fisheries? The majority of the 40-50 members are interested in fisheries (25).
 2. Do any online members participate in the subunit?
 - a. Currently no.
 - b. Would OSU provide you with contact information to the online community – could you try to engage them?
 - c. International students are in the community online, the question becomes whether there are Oregon residents in the online community that would benefit from being in the club and ORAFS as a whole.
 3. The club's listserv does reach people with other majors
 4. One Concern: Good amount of people are coming to the club, however, not a lot of involvement or engagement.
 5. Can the club engage with the Fisheries Graduate students?
- iii. Next Meeting: September 28th, 5:15 club meeting then the week after that to get on a bi-weekly schedule
 1. People come in to give lectures, usually the meeting lasts an hour, sometimes there are workshops, or field trips.
 2. Ben and Jeremy are interested in going to talk to the subunit.
- iv. Jacob will prepare a half page summary of subunit activities for the Piscatorial Press. Jacob will provide to Troy by next Friday (Sept. 30)

1646 Adjournment

Sunday September 25th – 0830-1100

0830 Call to Order

V. Remaining items

- a. Website
 - i. Addition of Committee Membership Page. We would like to provide a forum for interest parties to sign up for a committee or provide a checkbox to be added to a listserv.
 1. Ideas and questions to consider:
 - a. Would there be a way to provide the committee chairs access to the email addresses received? Is there a preference for how committee chairs get the information?
 - b. 123Signup – We could provide a committee membership checkbox on the registration site. Tony doesn't think we would get the response we are hoping for but could add it to the questionnaire as a quick fix.

2. Decision: Don't go for the quick fix, give Lora a chance to do the website fix. We want to do a targeted outreach to provide specific information about what is required to be a part of a committee.
 3. Decision: ExCom would like to have a bigger emphasis on the committee meetings during the Annual Meeting, and each committee will present a poster (see I.e.7, above).
- ii. Addition of Volunteer Opportunities on the Website:
1. Is there space or a need for volunteer opportunities on the ORAFS website so that we can direct people to volunteer opportunities (ORAFS committees, but also external programs like Salmon Watch, ODFW STEP, etc.)?
 - a. Add information about what is required for the volunteer opportunities and who to contact for these opportunities.
 2. Action Item: Cory will ask Lora about both of these potential new pages on the website when she is back at the end of October.

VI. External Committee Work Plans

- a. Tony made a motion to approve the external committee work plans with minor edits given by ExCom, Shivonne seconds, no discussion, passed unanimously.

VII. Site logistics and contract

- a. Review Riverhouse Convention Center and hotel contracts

- i. We covered a lot of this information yesterday, and will be seeing the space later this afternoon.
- ii. Shivonne would like to eventually have a Program Party, so that we can get multiple eyes on the Conference Schedule to see potential conflicts.
- iii. Food commitments
 1. Food and Beverage have a combined \$20,000 minimum.
- iv. Vendors
 1. Gary and Shivonne will work directly with the venue. Audio/video (AV) rates are built into the budget (AV will be provided in-house).
 2. Action Item: Gary will find out if on-site technical help will be available.
- v. Talk timing
 1. We will clearly indicate that talks are 15 minutes with 5 minutes for questions and transition.
- vi. Signs
 1. Easels in front of the room, Troy can print off signs in Corvallis.
 2. We had a loop of images and sponsor logos on an electronic display above each room at the 2016 Annual Meeting in Seaside, we will ask the Riverhouse today at our walk through if that is possible.
- vii. Registration location & set-up
 1. Action Item: Gary will ask the Riverhouse if they will provide tables for registration.
 2. Strategize best use of students – determine the timing for the big registration pushes. Action Item: ExCom will work on the

volunteer schedule to make sure all the bases are covered and that the volunteers are used wisely.

3.

- VIII. Next Annual Meeting Call: 3rd Tuesday of each month from 3:00-4:00 PM
 - a. Committee chairs will be invited to these calls.
 - b. Katie and Shivonne will figure out who takes notes.
- IX. Field Trip to Pelton Round Butte Dam
 - a. On Friday after the end of the conference, field trip to the Pelton Round Butte Dam, PGE operated dam on the Deschutes. We will tour the new improvements and we will advertise well in advance to have the trip be successful (with a lot of people).
 - b. Should we have people sign up through 123signup? Or 1st 25 people to sign up at registration table?
 - c. Action Item: Shivonne will talk to Megan Hill (PGE) to figure out how many people can go on the tour and then we will figure out registration logistics.
- X. Volunteer Coordinator at the Annual Meeting
 - a. Currently unassigned. Jeremy will make inquiries.
- XI. Invited Sessions
 - a. Is there a certain length that we want for the invited sessions (number of talks)?
 - i. No, each session is evolving as we go.
 - b. Shivonne is looking for ExCom to help brainstorm and contact moderators of sessions.
- XII. College list
 - a. Jeremy will circulate the list prior to use, so that we make sure it is exhaustive.
- XIII. The Program will not contain abstracts. We will print these out and have a copy at the registration desk, like last year.
- XIV. Abstracts submission - a deadline is a deadline.
 - a. We will not open for longer than pre-arranged deadline.
- XV. Addition to Annual Meeting Handbook
 - a. A cheat sheet of important items/decisions should be added to the handbook. For example: we should always buy double clip name tags etc.

938 Adjournment