

DATE: September 20th – 22nd 2013

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer

SUBJECT: Fall Retreat



LOCATION: Hilton Hotel and Conference Center, Eugene.

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 Subunit Representative - Andrew Futerman, Historian – Don Ratliff.

Friday, September 20th

1615 ITEM 1: Chapter Business

1. Review and Approve Past Meeting Minutes
 - a. Spring Retreat Meeting Minutes - There was a comment to be addressed dealing with an Underrepresented Groups Scholarship. A motion was made to approve the Spring Retreat Meeting Minutes after the comment has been addressed. The motion passed unanimously. **Action Item:** ExCom will assign someone the responsibility of developing criteria for the scholarship with a goal of announcing the upcoming scholarship at the 2014 Annual Meeting.
 - b. August Conference Call Meeting Minutes – A motion was made to approve the August Meeting minutes. The motion passed unanimously.
2. President Report
 - a. WDAFS Update
 - i. The majority of the meeting focused on a recap of the Parent Society Annual Meeting.
 - ii. Annual Meeting in Mazatlan, Mexico – There are several opportunities for scholarships and sponsorships available for both students and professionals. Criteria have been developed and should be up on the website.
 - b. Parent Society Annual Meeting, Little Rock, AR - Todd asked Michele to give a recap of the meeting.

- i. Michele attended the Governing Board Meeting, Leadership Class, accepted our Chapter of the Year Award, and met with the incoming Parent Society and Western Division ExCom.
 - ii. Michele shared with ExCom how the Parent Society Governing Board operates; some of the things that she learned that might be helpful in running our Chapter and how talks were moderated during the session to keep the meeting on schedule. One of the take homes from the meeting: With respect to serving on ExCom; Have a vision, Communicate that Vision, and Lead by example!
- 3. Student Mentorship Program
 - a. There has been interest in creating a student mentoring program in addition to the student-mentor social held at the annual meeting. We are looking for something more long-term and ongoing. There was some discussion on how to implement such a program. **Action Item:** Andrew and Kevin will come up with a proposal for a student mentorship program to announce at the annual meeting. The components should include: Methods to recruit students and mentors, means to connect them, and a description of roles for both mentors and students.

1730 ITEM 2: Annual Meeting Timeline

- 1. Planning Timeline
 - a. Call for papers - The timeline needs to be determined for accepting papers.
 - b. Registration
 - i. The ORAFS Meeting Website needs to be prepared to accept registrations and papers. **Action Item:** Tony will work with Michele to set up 123signup for registration.
 - ii. During the meeting we will need assistance from ExCom and volunteers in staffing the registration table. A sign-up sheet will be made to ensure that we have adequate coverage. Jeff has offered to assist and we may select a student to help out as well.

1745 ITEM 3: Annual Meeting Planning

- 1. Plenary Session
 - a. Speakers - Three speakers have agreed to give talks for the plenary session.
 - i. Jim Martin - Past ODFW Chief of Fisheries and Past President of ORAFS.

- ii. Kat Brigham - One of the founding members of CRITFC, tribal member and Board of Trustees member of the Confederated Tribes of Umatilla Indians.
 - iii. Howard Horton Ph.D. - Retired OSU Fisheries Professor and one of the founding fathers of ORAFS.
 - iv. **Action Item:** Jeff will send examples of the letters from last year to Mike. Mike will send official letters to the plenary session speakers inviting them to give presentations at our Annual Meeting.
 - b. Honorarium - There was a discussion on the details of the honorarium for the plenary speakers.
 - i. Hotel rooms and registration costs are covered/waived by ORAFS.
 - ii. There are additional funds to cover travel expenses. In recent years, the model has been to divide the funds equally between the speakers.
 - c. Speaker's Dinner – There was a discussion about having a social with the ORAFS past presidents instead of plenary dinner. A fairly nice social could be held for the same cost of taking the speakers out for dinner and this would facilitate a variety interactions. The social could be called the “Presidents Social”.
- 2. Workshops – Two workshops have been chosen using the results of the online survey. We are still considering a third on scientific writing.
 - a. R Workshop – Kris Homel (ODFW).
 - b. Structured Decision Making and Adaptive Management Jim Peterson (USGS/OSU).
 - c. **Action Item:** Holly and Mike will contact the instructors to determine the format and schedule for the workshops.
- 3. Technical Session
 - a. Several ideas for sessions were discussed: flat-water management, tribal fisheries management, creel surveys, etc.
 - b. Our goal for this meeting is to somehow thread some history into all of the sessions.
 - c. We would like to encourage talks from a diversity of agencies as we often have a large ODFW presence in the sessions.
 - d. Invited symposia can be used to create a few sessions. After submitted abstracts are received, we will see if we can fill the invited sessions with contributed papers and then create symposia based on the theme of the rest.

- e. Sessions can be a half day. It might be easier to find 6 – 8 talks with a common theme rather than a whole day's worth.
 - f. Time Management – Moderators will need to strictly enforce the times. We may schedule a student as backup to help ensure that the time slots are adhered to.
4. Poster Session
- a. A Chair for the overall session may not be necessary.
 - b. The Poster Judging Chair will be responsible for orchestrating the judging of the posters. Brooke Silver has volunteered.
5. Logo
- a. The 50th anniversary logo is up on the website under the Annual Meeting tab.
 - b. There are several versions of the logo that can be used for different Swag items, letterhead, programs etc.

Saturday, September 21st Morning Session

0845 ITEM 4: Annual Meeting Logistics

1. Review Hilton Contract
 - a. We have agreed to 395 “room nights” for the Annual Meeting. If this is not met, we will need to make up the difference.
 - b. The Hilton is giving us the per diem rate for the entire block of rooms for the meeting.
 - c. We will receive several comp rooms (1 free room night for every 50 room nights that are booked).
 - d. Hotel rooms will be provided to student volunteers. ORAFS can bill OSU for some of the rooms provided to OSU undergraduates. **Action Item:** ExCom will contact Dan Edge (OSU) to see how many rooms OSU is willing to pay for.
 - i. On the registration page there will be a drop list where registrants can indicate if they are a student and whether they are a graduate or undergraduate. **Action Item:** Tony will make sure that this gets on the registration site.
 - e. Food - ExCom will be sampling and rating several food choices later today with the Executive Chef of the Hilton. This is to ensure a quality dining experience for the meeting attendees. The Hilton has also pledged to host the poster social (~\$2,600) in recompense for issues with the food two years ago.

- f. Overflow - If it looks like meeting attendance will exceed the Hilton's capacity we will contact other hotels in the area to try and arrange a per diem rate. **Action Item:** Tony will update Michele as registrations start coming in to determine if we will need to contact other hotels.
- g. Hilton Meeting Space
 - i. As part of the meeting contract, the Hilton can provide the AV equipment for the meeting rooms. We are permitted to use our own but cannot contract out. WiFi is available upon request but will incur additional costs.
 - ii. The conference rooms will be complimentary.
 - iii. Parking for meeting attendees will be complimentary.
 - iv. We do have a food and beverage minimum but will have no problem exceeding it.

2. Registration

- a. Registration Costs - There was a discussion about raising the registration fee for the meeting by \$10. The registration fee has not changed for about 10 years and associated costs continue to rise. There was a motion made to increase the registration costs by \$10. The motion passed unanimously. **Action Item:** Tony will create a new cost matrix and send to Jeff. Jeff will get this posted to the website.
- b. Workshop Instructors – The registration fees for the meeting will be waived for the coordinator of each workshop. If there are other assistant instructors they will have to pay their respective meeting registration fees.
- c. 123signup Registration – Everyone must register through 123signup and early registration is encouraged. This allows people to make their food choices ahead of time and enable us to anticipate attendance.
- d. Banquet Tickets – For people who only want to attend the banquet and not the full meeting (e.g., spouses) there will be a banquet ticket available for purchase for \$35. We will work with the hotel staff to see if we can set a fixed rate per plate for all the food choices.
- e. Raffle Tickets - Anyone that registers for the meeting will get a free general raffle ticket.
- f. Vendor Registration
 - i. The Vendor Fee includes the registration of 1 individual.
 - ii. There was a discussion about possibly soliciting vendors to give presentations.
 - iii. Vendors need to be in a central location in order to increase the amount of traffic they receive.

- iv. We are considering a formalized comment process in order to get feedback from vendors on how we could improve their experience.
 - g. Fish-Out-Of-Water Waivers – This waiver gives professionals the opportunity to register for the meeting at the current student rate.
 - i. There are 10 waivers available on a first come first serve basis.
 - ii. The deadline for FOOW waiver should be 2 weeks before the early registration deadline.
 - h. Nametags and Lanyards
 - i. Nametags - Should be in color and be legible with large font. We should have whatever printing company we decide on send us a sample for review before the meeting.
 - ii. Lanyards – There was a discussion about soliciting for donated lanyards from vendors, or having Oregon Chapter ones produced to be used every year.
- 3. Schedule at a glance
 - a. Business Meeting/Awards Lunch – We would like to increase attendance at the business meeting. We will take a look at our strategy to see how this can be accomplished. At the WDAFS meeting the awards lunch and business meeting are held at the same time, however there could be a concern about talking over the crowd. We will consider starting the business meeting during the lunch.
 - b. External Committee Meetings – These should be held at the end of a session or before a break but not during one of the socials. The committee meetings should also be spaced out so that they are not all at the same time..
 - c. Poster Session
 - i. We need to make sure that the criteria for posters are clear.
 - ii. With poster-boards that we have available there will be space for 32 posters.
 - iii. The posters will need to be moved out into the lobby for the banquet.
- 4. Planning Committee Roles and Responsibilities
 - a. Planning Committee Chair – Gauvin.
 - b. Facilities, Food, and Arrangements – Weaver.
 - c. Imbibements – Mike Harrington and Neil Ward.
 - d. Merchandise – Kevin will appoint someone.
 - e. Poster Chair – McDonnell.
 - f. Program Guide – Gauvin.

- g. Raffle/Auction - Kevin will staff 2 people. Laura Tesler has volunteered to help gather prizes but not work raffle.
 - h. Business Meeting Chair – Buchholz.
 - i. Registration and Arrangements – Siniscal.
 - i. This is a large task and takes a lot of organization on the front end. Jeff is willing help out. **Action Item:** Tony will meet with Michele to learn 123signup. Tony will obtain the credit card machine from Umpqua Bank.
 - j. Signs and Banners- Weaver.
 - k. Sponsorships – Buchholz.
 - l. Technical Program – Gauvin.
 - m. Texas Hold ‘Em – Ken Loffink and Greg Apke
 - n. Trade Show - Yanke.
 - o. Website – Meeuwig.
 - p. Workshops – Huchko.
 - q. Student Paper Judging – Brook Silver.
5. Sponsorships
- a. Advice on the process: Write a letter, send an email, and then make a phone call. Soliciting sponsors requires forethought and good timing.
 - b. Create several versions of a sponsorship letter, one for new donors, one for repeat donors, one thanking them etc.
 - c. Send sponsor idea to Todd. **Action Item: Jeff will send examples of sponsorship letters from last year to Todd.**
6. Fall Piscatorial Press
- a. ExCom Reports will be from respective officers.
 - b. Annual Meeting Save The Date.
 - c. Scholarship reminders.
 - d. Nominations – Yanke.
 - e. Request for Annual Meeting Volunteers.
 - f. Overview and Events at a glance – Gauvin.
 - g. Workshops – Coordinators need to write up a brief description- Huchko.
 - h. Vendor Solicitation – Yanke.
 - i. Lodging – Weaver.
 - j. Plenary Session Sneak Peak – Gauvin.
 - k. Call for Abstracts – Meeuwig.
 - l. Registration and Go Live – Siniscal.

Saturday, September 21st Afternoon Session

13:30 ITEM 4: Annual Meeting Logistics (Continued)

1. Decide on Food Options - ExCom sampled, discussed, and rated all available food options, in order to come up with a good selection of options for the Lunch and Dinner Banquet.

2. Social Events
 - a. Imbibements – We are planning for 12 kegs total for the meeting, two of which will be cider. We will have a dollar amount (~\$400) for wine and will determine best place from which to order. We will need the hotel to provide at least 3 bartenders for the meeting.
 - b. Raffle/Auction
 - i. The raffle items, especially the live and silent auction items, should be displayed in the lobby throughout the meeting to increase participation.
 - ii. We all need to work together to keep an eye out for theft as it has been an issue in Eugene in the past.
 - iii. We need to hire an auctioneer. **Action Item:** Tony will look at the checking log from last year to determine who the auctioneer was. Kevin will contact the auctioneer.
 - iv. Bag Toss Raffle – Win raffle tickets by playing corn hole!! \$2 for three throws, each bag on the board receives one ticket and each corn hole receives two. We will have a nice prize solely for this raffle. The bag toss board should be brought to all the socials and banquets, and will require a volunteer to staff the game.
 - v. Custom Rod – We should see if we can have a custom rod made with the 50th anniversary logo on it. Last year Garth had a friend make the rod; ORAFS bought the materials. **Action item:** Kevin will get price estimates for materials and contact Garth to see if rod maker is available. Jeff will contact Tim Unterwagner about making a rod.
 - vi. Review from last year
 1. Some thought the raffle took too long last year.
Solutions: Give out small items with the purchase of a batch of tickets, e.g., buy \$20 worth of tickets and get a hat!

2. Raffle ticket salespeople need to be active, engaging, and not standing behind the registration table!
 - vii. Ideas for 2014 – We would like some high quality swag in celebration of our 50th anniversary.
 1. Our raffle budget is a little higher this year.
 2. Stainless steel growlers with 50th logo were proposed.
 3. Joseph Tomelleri Art – We have some prints in stock. Joseph Tomelleri is getting low on originals. **Action Item:** We should contact Joseph about obtaining more artwork.
 4. Most expensive thing in the raffle is the framing of artwork.
 - viii. ExCom would like more frequent updates of the raffle items on the conference calls.
 - c. Texas Hold’Em – Prizes will be separate from the general raffle prizes. We need to determine who is going to coordinate the tournament.
 - d. Entertainment – The Deb Cleveland Band performed at the 2012 meeting in Eugene and did an exceptional job. **Action Item:** Mike will contact the band to make arrangements.
3. Student-Mentor Mixer - The format for the mixer was discussed.
 - a. Mentors stay in place; students rotate from mentor to mentor. Mentors and students should sit across from each other. We will have 8 tables and 8 people/table. Kevin will run the mixer and instruct mentors to bring business cards. The table should be mixed so that there are representatives from state/fed/private sectors at all the tables.
 - b. We will not provide libations for this mixer but will ensure that there is plenty of food available for the students.
 - c. We would like to try to recruit more members from the private sector.
 4. OSU/ODFW Mixer - We are considering replacing the mixer with a spawning run. However, we do not want to lose any sponsorships by taking this mixer out and should ensure that OSU will still sponsor something without this.
 5. Past President Social - There is interest among retired past members and former ExCom officers in getting together to celebrate the 50th anniversary.
 - a. We need to come up with a catchy name for this.
 - b. We need to ensure that the current member also get something out of this. Maybe enlist some of the retired members to give a talk, give them a chance to catch up and then give the membership a chance to meet our past ExCom/retirees.

- c. We discussed waiving registration, or providing discounts to recruit these folks to this event, but it was also pointed out that there is already a retiree fee structure in place.
6. Awards
- a. Best Professional Paper Award – The logistics in criteria and selection are too difficult to create this award.
 - b. Student Awards - We will leave in place the awards for best student poster and presentation.
 - c. Lifetime Achievement Award and Professional of the Year – We are still waiting on criteria for these.
 - d. Student Scholarships – There are no changes to the student scholarships.
 - e. Online Award Submission – There needs to be an online award submission process. **Action Item:** Todd will coordinate with Mike Meeuwig and Colleen about online awards submissions.
7. Spawning Run – We are considering bringing a 5K spawning run back to the Annual Meeting.
- a. We will need to determine the insurance issues associated with the run. Runners will likely have to sign a waiver.
 - b. The run should be done in the morning.
 - c. We should see why this was discontinued. **Action Item:** Mike will contact former ExCom officers to see why the run was discontinued and will contact the parent society to determine the insurance policy details. ExCom will also look into having a vendor sponsor the run (e.g, Smith Root / BioMark); they could pay for t-shirts and get logo on back.
8. Historical Theme – Don Ratliff discussed several ideas to help celebrate the history of the chapter:
- a. Invite older members for a reunion at this commemorative meeting.
 - b. Solicit former members/officers to give talks.
 - c. Create a display with statements from former ExCom of descriptions of big events that happened during tenure.
 - d. Milestones/Timeline – Create a display with 5 major accomplishments/ items per decade.
 - e. List of all the past presidents.
 - f. Slideshow of historical photos running throughout the meeting, before/in-between presentations, and/or during the plenary session.
 - g. Document the stories behind some of our cherished institutional items:
 - i. Wolf Eel.
 - ii. Broken Oar – Can we find the original one?

- iii. Fish naked hat.
 - iv. Red Dress.
- 9. Volunteers – Last year we had about 50 volunteers. Things went very well; volunteers were well-placed and spread out. We would like a repeat performance this year.
- 10. Benchmarking – We discussed the timing of all the components of preparing for the annual meeting. Independent of the meeting program, we agreed on trying to hit the following benchmarks before the annual meeting.
 - a. Abstract submission – By the fall piscatorial press (10/28/13).
 - b. Registration open - By the fall piscatorial press (10/28/13).
 - c. 1st call for papers - By the fall piscatorial press (10/28/13).
 - d. 2nd call for papers – 11/22/13.
 - e. Abstract submission deadline – 12/13/13
 - f. Officer nominations – 12/20/13
 - g. Winter Piscatorial Press - 12/20/13
 - h. Awards Deadline - 01/10/14
 - i. Fish Out Of Water Waiver (FOOW) – 01/10/14
 - j. Sponsorships – 01/17/14
 - k. Abstract acceptance – 01/17/14
 - l. Early Registration Deadline – 01/24/14
 - m. Room Block Deadline – 02/10/14
 - n. Cancellation Date – 02/10/14
 - o. Printing Deadlines – 02/27/14
- 11. Candidates for ExCom FY 2014 – 2015 – ExCom discussed potential nominations for candidates for the next fiscal year.
- 12. Website – There are several items on the website that need to be addressed/cleaned up.
 - a. Jeff is willing to take on the roll to tie up loose ends, act as the QA/QC coordinator, and facilitate annual meeting postings to the chapter’s website. There was a motion made to assign these duties temporarily to the Past president for the remainder of the term. We will revisit this at the Spring Retreat. The motion passed unanimously.

17:15 ITEM 5: Chapter Business

- 1. Student Representative - Andrew Futerman
 - a. The student chapter had their first meeting last week.
 - b. Andrew has contacted NOAA in Newport and asked if a fisheries scientist would be willing to give a talk at the student chapter meeting and/or give a tour of the NOAA facility.

- c. Andrew asked if anyone from ExCom or their respective agencies would be willing to give a presentation to the student membership.

Sunday, September 22nd

08:45 ITEM 5: Chapter Business (Continued)

1. Secretary Treasurer – Tony Siniscal
 - a. Accounts Update
 - i. Business Checking
 1. 7/31/2013 - \$90,857.41
 2. 8/30/2013 – \$86,630.37
 - a. 1 CREDITS 908.00
 - b. 3 DEBITS 5,135.04
 - ii. Northwest Fish Culture Account
 1. 07/31/13 2,485.14
 2. 08/30/13 2,470.14
 - a. CREDITS .00
 - b. 1 DEBITS 15.00
 - iii. Money Market-
 1. 07/31/13 100,138.41
 2. 08/30/13 100,142.53
 - a. Interest accrued in June - \$4.12
 - b. Interest since inception - \$142.53
 - b. Investments Committee – ExCom should designate a chair to task with coming up with a financial plan.
 - c. Our ultimate goal is to get to a point where our scholarships are part of an endowment and instead of coming out of our yearly expenditures.
 - d. ExCom should come up with goals for the committee. **Action Item:** Tony will send Todd the contact information of the members that were on the investment committee to get the ball rolling again.
 - e. There was a discussion about forwarding the chapter mail from the PO Box to Tony's address in order to increase the frequency that chapter mail is received. ExCom agreed that this would be ok if necessary.
 - f. Northwest Fish Culture Conference Account
 - i. The funds from the NWFCC account have been transferred and the account will be closed. The balance of the transfer was \$2,485.14
 - ii. Doug has requested that the remainder of the funds to be used as a scholarship for a student in the field of fish culture or

hatchery assessment (\$2000) and the remaining funds (\$500) to be used to send a student or a hatchery technician to attend the NW Fish Culture Conference in 2013 or 2014. **Action Item:** Holly will ask Ryan Couture/Scott Heppell to come up with criteria for the additional scholarships.

- iii. There was a motion to approve the funds for both scholarships as requested by Doug and to add the remaining funds (~\$15) in order to meet the \$2500 total. The motion passed unanimously. **Action Item:** Holly will come up with some content announcing that we now have 3 grants for NWFCC attendance and 5 student scholarships this year and submit it for posting to the website. Kevin will send out an email to students. Jeff will get a link posted on the NWFCC website. Tony will send Doug an update on the NWFCC funds and the scholarships that will be announced.

2. External Committee Update - Holly Huchko

- a. The committee work plans will be finalized at the end of October. ExCom will need to vote to approve the work plans.
- b. There is a change to the chairmanship of the Freshwater habitat committee; Ian Reed and Bill Wall will now co-chair the committee.
- c. ORAFS Document Peer Review Requests
 - i. Riparian Reserves - At this point ORAFS does not want to get involved in this request; we do not see a real issue with the originally referenced paper.
 - ii. Multi-Species Plan Population Viability Modeling – With our current workload and expertise we do not have the capacity to meet this request.
 - iii. Any further requests need to be sent to the external director. There are requests that are made to other members of ExCom; those requests should be forwarded to the external director.
- d. Legislative Liaison Contract – The contract was signed in late November last year and expires at end of Sept 2013. The new contract will need to be approved by ExCom. **Action Item:** Holly and Todd will draft new contract with Sue.
- e. Chapter Activity, Files, and Communications - We need to create a repository for our electronic files so that they are not lost. **Action Item:** ExCom look into creating a secure FTP site on the Chapters website.

After the Annual Meeting, ExCom will come up with a plan for archiving data and ExCom communications.

3. Minutes Management - ExCom should respond to Tony with edits/comments; Even if you do not have any edits, please indicate so.
4. Handbook Revision – Jeff agreed to review the handbook after the Annual Meeting. **Action Item:** Handbook Revision needs to be a line item on the conference call agendas from here on out.
5. Strategic Plan – A framework should be developed for the Strategic Plan. Jeff agreed review the strategic plan after the annual meeting.
6. 2015 Parent Society Annual Meeting Participation – The first conference call for the meeting planning will occur this week. The President -Elect will be the liaison between ORAFS and the parent society. **Action Item:** 2015 Parent Society Annual Meeting needs to be a line item on conference call agendas from here on out.
7. Email Communication – In an effort to limit the email burden in our respective inboxes, officers should consider whether everyone needs to be copied on all correspondences. For issues needing a vote, emails should be sent to the approving officer only; e.g., for agenda items: send to President.
8. Lamprey Conference Sponsorship – We have received an email asking for funds to sponsor a lamprey conference. There have been several lamprey conferences lately. In general we have not sponsored “exclusive” conferences/workshops if the majority of our memberships will not benefit from it. **Action Item:** Todd will respond to Bianca to get more information about the request to sponsoring the lamprey conference.
9. Work plan and Budget Update. **Action Item:** The final work plan and budget need to be posted to the website.
10. Historical Items for Annual Meeting (continued from yesterday) – We should come up with five important events from each decade of ORAFS history. The Chapter of the Year (COY) awards should be rounded up and displayed at the annual meeting. We realize that some of the awards are in the possession of past officers and displayed, however, several of them are in storage. After the meeting we will decide what to do with the COY awards. **Action Item:** Holly, Don, Michele, and Kevin will arrange a meeting in Corvallis in January to work on the historical posters and timelines
Action Item: Round up all the Chapter of the Year Awards and bring them to the Annual meeting
11. Potential Article in Fisheries – As a result of our several COY awards Michele was asked by the President of the Parent Society, Bob Hughes, if the ORAFS would consider writing an article on what it takes to be a successful chapter. We will consider writing an article and continue the discussion after the

meeting. **Action Item:** ExCom will respond to AFS president indicating that we will discuss the potential article after our Annual Meeting.

10:45 ITEM 6: Upcoming ORAFS meetings

1. ExCom calls every 2nd Thursday 1500-1700 hrs
2. Next Call – Scheduled for October 10th, 2013
 - a. Call-in Number: (712) 432-0180. Access Code: 401355 #