



DATE: September 29<sup>th</sup>, 2015

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer

SUBJECT: Minutes from ORAFS Executive Committee Fall Retreat, September 11<sup>th</sup> -13<sup>th</sup>, 2015.

LOCATION: Seaside, Oregon

**ExCom Present:** President – Troy Brandt, President Elect – Ben Clemens, Past President - Mike Gauvin, Vice President – Christina Murphy, External Director – Cory Sipher, Internal Director – Gary Vonderohe, Secretary-Treasurer – Tony Siniscal.

## Friday, September 11<sup>th</sup>

### 1825 ITEM 1: Chapter Business

#### 1. Secretary-Treasurer

##### a. Meeting Minutes

- i. July meeting Minutes have been submitted for a vote. Mike motioned to accept the minutes as submitted by Tony. Christina seconded the motion. There was no further discussion and all ExCom members voted in approval.
- ii. August Meeting Minutes have been submitted for a vote. Ben had submitted comments to Tony. Troy motioned to accept the minutes as submitted by Tony with the corrections offered by Ben. Mike seconded the motion and all ExCom members voted in favor for approval.

##### b. Outstanding Action Items

- ~~i. Mike will analyze past annual meeting metrics to come up with a cost per registrant to inform the discussion about increasing meeting registration fees. Tony will send the information to Mike. [~~
- ~~ii. ExCom will decide on an appropriate ORAFS lifetime membership fee.~~
- iii. ExCom will work to include meeting metrics (fees, revenue, attendee numbers) in future meeting programs in order to provide a chapter record.
- iv. Gary will draft a “legacy document” that outlines when/why/how a scholarship/grant/award was created and

how long it is expected to continue and will update the information on the website.

- v. Mike will draft an announcement for the Piscatorial Press outlining the new financial plan, once adopted.
  - vi. Troy will work on migrating the list serve email addresses to a new Gmail account or Google Groups account.
  - vii. The 2014 financial statement should be included in the program at the 2016 annual meeting.
  - ~~viii. Troy will finalize 2016 annual meeting budget and submit to ExCom.~~
  - ~~ix. Gary will follow up with caterer/chef for the 2016 Seaside Annual Meeting to discuss food options.~~
  - ~~x. Mike will contact potential beverage chairs for the Seaside meeting and notify Gary.~~
  - xi. Gary will lead the effort on updating the Annual Meeting Handbook.
  - xii. Chrissy will contact Colleen Fagan about giving an ORAFS presentation at Eastern Oregon University.
  - xiii. Chrissy will review scholarship information on orafs.org and update information as necessary. Chrissy will send updates to Troy for posting.
  - xiv. Troy will work towards finalizing the Hatchery:Wild White Paper.
  - ~~xv. Ben will develop a timeline and start putting together committees for Annual Meeting planning.~~
  - xvi. The Fee Waiver Policy and Guidelines will be added to the ORAFS handbook.
  - ~~xvii. Chrissy will provide a student write-up for Piscatorial Press.~~
- c. Accounts Update

i. Business Checking-

1. August - Umpqua	07/30/2015 - \$41,587.54
	Credits \$100,238.57
	Debits \$141,826.11
	08/30/2015 - \$0.00
2. August - B of A	07/30/2015 - \$100.00
	Credits \$145,225.61
	Debits \$103,039.74
	08/30/2015 - \$41,960.72

ii. Money Market-

1. August - Umpqua	07/30/2015 - \$100,238.57
	Monthly Interest Accrued - \$1.51

Interest since inception - \$240.08  
08/30/2015 - \$0.00  
07/30/2015 - \$0.00  
Monthly Interest Accrued - \$0.61  
Interest since inception - \$0.61  
08/30/2015 - \$100,639.18

2. August - B of A

d. Other Items

- i. ORAFS Lifetime Membership - The ORAFS Lifetime Membership Fees have been approved and submitted to AFS. The new membership option will be announced to the Chapter membership in the Fall Piscatorial Press.

2. President - Troy Brandt

a. AFS Portland Meeting

- i. Fisheries Article - There has been a request from AFS for material leading to an article on the Portland 2015 meeting. Troy will work on compiling information.
- ii. Meeting Critique - There was a discussion on what did/did not work for the Portland AFS meeting. ExCom is encouraged to submit comments to Troy, which can be forwarded to the appropriate committee chairs. We will also consider soliciting comment from the Chapter membership and will compile and submit those as well. One item of note was that the "Meeting App" received mixed reviews.

- b. 2016 Legislative Session - There will be a short legislative session coming up in February 2016. We should be ready to act on any relevant issues that necessitate our involvement. ExCom will reach out to our constituents to advise us on any "hot topic" issues that may come up in this session.

- c. 2016 WDAFS Meeting - The 2016 WDAFS meeting will be hosted by the Cal/Neva Chapter about three weeks after our Chapter meeting in March. There has been a request from Cal-Neva for volunteers from the Oregon Chapter to help plan the meeting. Any interested parties should notify Troy.

- d. Bylaw Review - Secretary/Treasurer Position - There has been some interest in splitting the Secretary/Treasurer position into two separate positions and extending the treasurer position term to two years. There was a discussion on the potential options. A critical need is to ensure that the treasurer has full understanding of the Chapter finances when it comes time to hand-off to the next treasurer and to have some term overlap with the yearly changes in ExCom. Mike made a motion to draft new bylaw language making the secretary/treasurer position into separate secretary and treasurer positions and making the term of the treasurer two years. Tony

seconded the motion. There was no further discussion and all ExCom members voted in favor of approval.

**Action Item: Chrissy will draft the language and justification for the Secretary/Treasurer position bylaw change and submit to ExCom for Review. The bylaw change will need to be submitted to the membership in a timely fashion for consideration by the Annual Meeting.**

- e. Chapter Membership Update – The most recent membership update from AFS indicates that the Oregon Chapter currently has 609 members. This is a marked increase from last year.
- f. ORAFS Representation at Conferences in 2016 – Troy asked for conferences/workshops/meetings that generally request ORAFS sponsorships or presence. The Events that were mentioned included NWFCC, Salmon Summit, RAFWE, FLOW, and River Restoration Northwest.

## **2015 ITEM 2: Annual Meeting (AM) Timeline**

### **1. Review Planning Timeline**

- a. Annual Meeting Timeline – ExCom went over the timeline in the Annual Meeting Planning Handbook and the Annual Meeting timeline from the 2014 Eugene Meeting. The Handbook is obsolete because it is very out of date. We will work on combining it with the most recent timeline for us to work with. Tony will work on this and submit to ExCom before the retreat is over.

### **2. Miscellaneous Items**

- a. Volunteers – Traditionally we recruit student volunteers to help at the annual meeting with various tasks and the volunteers receive compensation in the form of lodging for their time. OSU has supported the meeting in the form of payment for the volunteer undergraduate students rooms and ORAFS has covered the volunteer graduate student rooms using comp room blocks.
  - i. Discussion – This meeting will be different because we will not receive complimentary rooms in return for reserved room blocks. There has also been a change in the OSU Department of Fisheries and Wildlife faculty so we will need to check with the current, Interim Department Head, Selina Heppell, to see if the Department is willing to support the meeting in the same capacity in 2016. During past meetings we have potentially had more volunteers than needed and this should be considered for the Seaside meeting.

**Action Item: Chrissy and Ben will check with OSU to see if they will be willing to cover the volunteer undergraduate student room as in the past.**

**Action Item: ExCom will determine exactly how many student volunteers we will need to cover the workload for the meeting.**

- b. Meeting Program App – Due to the feedback received on the Portland Meeting Program App there is no interest in using a software App instead of a printed program for the Seaside meeting. We will stick with the printed program and if there is time and interest will consider an App to parallel test.
- c. Registration – Tony has been working on the registration site. It could be ready to go live within a week but he will need information on workshops, menu, and pricing. Tony asked that once the website is ready ExCom take a careful look at the information to ensure accuracy.

### **2120 ITEM 3: Annual Meeting Program**

- 1. Program Theme – Communication, Brokers in Information
  - a. Discussion –The goal of this years meeting is for fisheries scientists to step outside of their usual social and professional groups. Ben hopes to encourage hallway discussions and collaboration between fisheries professionals. Many of the professional fields in fisheries overlap but there is often little discussion and understanding between the disciplines within the field; the objective of this meeting is to bridge those gaps. Ben would like to stay away from narrow, focused, sessions and keep the symposia broad and diverse. Ben would like to encourage presentations that demonstrate collaboration between agencies and focus groups.
  - b. Number of Symposia - Mike advised coming up with 3 or 4 broad topics to advertise in the Piscatorial Press to help organize presenter’s abstracts and reminded that generally each ORAFS External Committee convenes a session focused on their respective topic. Ben would like to have sessions on scientific communication, outreach, human dimensions, and diversity in fisheries. The hope is that presenters will focus on themes and concepts rather than minutia. Ben will encourage the session conveners to facilitate this.
  - c. Pecha Kucha Format – Ben is planning to implement the speed presentation format for a small timeslot during the program. There was a discussion of the proper placement of this session. The consensus is that it would be best placed after the plenary session on Wednesday of the meeting.
- 2. Plenary Session – Ben has secured two plenary speakers for the meeting: Dr. Emma Coddington and Mr. Jeremy Monroe. There was a discussion on whether to offer the traditional honorarium/lodging/registration fee and offer to take the speakers out for the plenary dinner. All ExCom agreed that all of these would be appropriate.

3. Workshops
  - a. Topics – Suggested topics include: Leadership & Communication in Media, Conflict Resolution, RFID or other technology training, and Graphics/Design training.
  - b. Selection – ExCom will send out a survey on general meeting issues, will include a poll on preferred workshops, and will select accordingly.
4. Technical Sessions
  - a. Invited Sessions – Traditionally, each of the external committees would convene a session. As we are attempting to repackage the usual ORAFS symposia, the committee chairs should be briefed on the vision for the Seaside AM. Ben will work with the committees to see how this will fit in with his vision for the meeting.  
**Action Item: Ben will inform the External Committee chairs that we are arranging the sessions a little different this year so they can better plan for the Seaside AM.**
5. Pre-Meeting Survey – ExCom will be sending out a pre-meeting survey to our list serve in order to estimate attendance and solicit feedback on symposia, accommodations, workshops, and activities.
6. ExCom Nominations – Mike has been soliciting nominations and volunteers for next year’s ExCom. ExCom members suggested some additional candidates for Mike to engage.

**2315 Meeting Adjourned for the Evening**

**Saturday, September 12<sup>th</sup>**

**0915 ITEM 4: Annual Meeting Logistics**

1. Convention Center and Hotel Contracts
  - a. Room Nights and Lodging Rates – There are several lodging options near the Seaside Civic and Convention Center (SCCC). Lodging arrangements will be different during the 2016 as compared to previous meeting as the conference center is not associated with a hotel. As a result room blocks and comp rooms may not apply. Gary has contacted several hotels to ensure that they will offer a government rate to attendees of the meeting. The suggested establishments for the meeting are the Riverside Suites, The River Inn, The Inn at Seaside, VRBOs, Seaside Hostel etc. The River Inn has promised 48 rooms at the government rate.  
**Action Item: Gary will follow up with the local hotels to see if there is a possibility of a reserving a room block and the potential for comp rooms.**
  - b. Catering Minimums – Gary is working with the caterer to determine what the food minimums will be.

- c. Meeting Rooms At the SCCC – Cory and Ben will work on the room layout for the meeting during tomorrows visit to the SCCC. Tomorrow we will need to decide on the number of concurrent session (3 or 4).

## 2. Registration

- a. Registration Cost – The registration fee matrix needs to be updated for the Seaside meeting. We have previously discussed that our registration should be increased to align with those of other professional aquatic/fishery conferences, as we are grossly underpriced. A new registration fee matrix will be finalized by the end of the retreat. The discussion was tabled for tomorrow.
- b. Paid Student Positions – In the past lodging has been provided for the student volunteers and OSU has reimbursed the chapter for the undergraduate lodging. As there is a new, interim Department Head, we will need to check with her to see if this arrangement will continue. ExCom decided against “paying” volunteers and will offer free lodging instead for at least 4 hours of service (see bullet 2, pp 4-5, above).
- c. Vendors – There was a discussion on the number of potential vendors that the SCCC could accommodate which is much more than we are generally able to hold in Bend and Eugene. There will be two registration options for vendors: general vendor and non-profit/artist vendor. ExCom is hoping to have at least 15 vendors for the trade show.
- d. Fish Out Of Water Waivers (FOOW) – As in previous years, we will offer 10 fish FOOW Waivers to eligible applicants. ExCom will review the applications. The deadline for applications is 01/15/15. The turnaround time on acceptance will be tight as the applicants will need to register by the early registration deadline.
- e. Name Tags and Lanyards – Troy will contact Dave Ward to see if there are any lanyards left from the Portland meeting. We should also look into purchasing our own lanyards with our ORAFS label/logo on them. We need to determine how many plastic name badge holders we have in stock. Tony would like to purchase a nametag printer for use at the annual meetings.

**Action Item: Tony will look into lanyard prices.**

**Action Item: Mike will check the ORAFS supplies to see how many name badge holders we have.**

## 3. Schedule-at-a-glance

- a. Space availability – We will look at this tomorrow during the SCCC visit.

- b. Plenary Session Timing – The Plenary session will be held on Wednesday as usual. The Pecha Kuchka session could be held directly after the plenary session as we will only have two speakers this year.
  - c. Business Meeting/ Awards Lunch – The business meeting will be held directly after the awards lunch. Troy will work on an agenda for the meeting. Generally, the meeting includes announcements from AFS and/or WDAFS representatives (if present), presentation of the Past-President award, presentation of the awards and scholarships by the awards chair, presentation of the business meeting minutes from the previous year (we didn't have a business meeting in 2015, however) and the previous year's finances.
  - d. Committee Breakout Sessions – The external committee chairs should schedule a time during their respective sessions (generally at the end of the day on Thursday).
4. Planning Committee – The following committee chairs have been assigned.
- a. Planning Committee Chair - Clemens
  - b. Business Meeting – Brandt
  - c. Facility and Food Arrangements – Vonderohe
  - d. Imbibements – Loffink
  - e. Poster Session – Murphy
  - f. Program Guide/ Design and Layout Contract/Printing Options – Clemens
  - g. Raffle and Auction – Murphy
  - h. Registration – Siniscal
  - i. Signs and Banners – Vonderohe
  - j. Sponsorships – Brandt
  - k. Trade Show - Gauvin
  - l. Student Coordination & Activities – Murphy
  - m. Student Paper Judging – Murphy
  - n. Spawning Run/Carcass Crawl – Potentially Richardson/Harrington?
  - o. Website and Online Abstracts – Meeuwig
  - p. Student scholarship follow-ups (e.g., change wording on Bond “Memorial” award; advertisement timelines for students)
  - q. Workshops – Sipher
  - r. Texas Hold'em – Not assigned yet.
  - s. Live music – Clemens
  - t. Childcare – Murphy
5. Workshops – There was discussion on potential workshops for the Annual Meeting. ExCom will poll interest in various workshops through the Annual Meeting survey to be sent out. These need to be decided on before registration and call for papers is announced.

**Action Item: Workshops will be decided on before registration opens on October 13<sup>th</sup>.**



6. Vendor Displays
  - a. Location – ExCom will consider potential set up options for the vendor booths tomorrow during the visit.
  - b. The number of booths available will most likely exceed demand.
  - c. Vendor Outreach – ExCom will make an effort to maximize the number of vendors at the 2016 AM and will strive to recruit a new pool of participants. Local artists and non-profits groups should be contacted.
  - d. Booth cost – There are several additional booth costs depending on the amenities at the SCCC (e.g., table cloths, power, lighting, etc.). Mike will check with the vendors to see if they require power at their booth.
7. Sponsorships
  - a. Strategies – Troy will contact the Seaside Chamber of commerce to get a list of local potential sponsors.
  - b. Potential Sponsors – ExCom members suggested several sponsors. Troy asked that ExCom submit any further recommendations via email.
  - c. Sponsorship Levels – There have been several levels assigned to the sponsorship amounts (e.g., \$500, \$1,000, \$5,000, etc.) and these have a number of associated registrations included with them.
8. A/V – The SCCC will provide all necessary A/V equipment however each session will need to have a computer provided. The session moderators should be responsible for bringing a computer if possible
9. Signs
  - a. Room Signage – There will be posters outside of each of the rooms with a schedule of the sessions. A map of the SCCC layout and the session rooms should be included in the program.
  - b. SCCC Signage – ExCom will bring the Seaside Poster that was made for AFS PDX. A wide welcome poster/banner could also be printed to hang up at the SCCC.
  - c. Electronic Displays – The schedule at a glance will be shown on the electronic displays positioned around the SCCC.
10. Food Options – ExCom went over the menu provided by the caterer. A consensus was that there should be vegetarian and gluten-free options provided and that we will steer away from a buffet style lunch/banquet. ExCom discussed the available food options and deferred to Gary to make the final decisions.  
**Action Item: Gary will make the final selection on the food items for the lunch and banquet and notify ExCom.**
11. Social Events
  - a. Imbibements – We are planning for 12 kegs for all events including at least one cider keg. The imbibements chair should be looking for deals (e.g., buy one get one free) from distributors in exchange for

displaying their logo. The Chapter has an inventory of wine left over from AFS PDX to be used for the Seaside AM. We may be low on white wine and the wine chair may need to purchase some. Gary is looking into the corking fees for wine and will verify with SCCC that we can bring in our own kegs. We have inherited some wine from the national meeting in Portland that needs to be used up.

b. Banquet Social

i. Raffle/Auction

1. Committee Chairs – Chrissy will be selecting committee chairs for the raffle/auction. Luke Schultz has shown interest and we are hoping he will confirm.
2. Auctioneer – We are currently looking for an auctioneer. Kevin McDonnell arranged the auctioneer at the 2014 AM. He was a great auctioneer and did not even charge anything.

**Action Item: Chrissy will seek contact information for the Auctioneer at the 2014 AM.**

3. Supplies – We need to make sure that we have enough raffle tickets for the raffle. The tickets are stored with the ORAFS materials at ODFW HQ.

**Action Item: Mike will check the ORAFS supplies to determine if we need to purchase more raffle tickets.**

4. Sales – The ORAFS apparel purchased before the AFS PDX meeting will be available for purchase at the Seaside AM. A Square card reader has already been obtained and will be used for credit card transactions at least one iPad is available for use. Sales of apparel, raffle, auction etc. will need to be kept separate and recorded on a log for accurate reporting.

- ii. Texas Hold'em – There was a discussion as to whether we should continue holding the Texas Hold'em tournament. The tournament brings in a good amount of revenue while requiring very little money into it, it is an Annual Meeting tradition, and several people participate. ExCom decided to leave the tournament as part of the banquet social. We need a chair for the tournament. Mike will solicit someone.

- iii. Entertainment – ExCom agreed that we should hire a band for the banquet social. There were several suggested acts: Deb Cleveland Band (from Eugene AM), Green Neck Devils (from AFS PDX).

**Action Item: Ben will consider the options and cost of a band for the AM and will report to ExCom.**

c. Student-Mentor Mixer

- i. Format – The room should have an adequate number of tables and chairs either round or otherwise. Chrissy would like to continue the “speed-dating” format.
  - ii. Food & Drink – There should be meaningful food and drink available for the attendees but alcohol will not be provided for this event.
- d. OSU/ODFW Mixer – The OSU/ODFW mixer has been somewhat of a tradition at the ORAFS AM. We skipped the mixer at the 50<sup>th</sup> anniversary meeting and held a retiree mixer instead.  
**Action Item: Mike will follow up with Bruce McIntosh about the mixer and see if there is any interest from either OSU or ODFW in holding it.**
- e. Awards
  - i. Call for awards – The call for award nominations will go out ASAP. Nominations will be due on December 12<sup>th</sup> and the recipients should be selected by January 14<sup>th</sup>.
  - ii. Student Scholarships - Scholarship announcements are already on the website. Applications will be due on January 31<sup>st</sup> and the recipients will be selected on January 14<sup>th</sup>. There was discussion on the scholarship award amounts. ExCom agreed that we should keep the awards for the AS, BS, MS and PhD scholarship at \$2,000. ExCom discussed changing the name of the Carl Bond Memorial Scholarship to just the Carl Bond Scholarship as the word memorial makes it sound as if it comes from an endowment fund which it does not. The language in the Carl Bond scholarship announcement indicates that it may be awarded in an amount up to \$5,000. The award amount should actually be designated each year depending on available funds. Tony made a motion to remove the word “Memorial” from the Carl Bond Memorial Scholarship and to award the scholarship for \$1,000 this Fiscal Year. Ben seconded the motion. There was no further discussion and all ExCom voted in approval.  
**Action Item: ExCom will remove the word “memorial” from the name of the Carl Bond Memorial Scholarship on the website, scholarship applications, and the Administrative Handbook. The scholarship will be worth \$1,000 this year.**
- 12. Swag – Ben is considering the swag options for the Seaside AM. He likes the idea of mugs and or pint glasses with the ORAFS logo similar to the 2014 Eugene AM. With an increase in dues and registration fees, it would be a nice gesture to offer a swag item with registration. It was agreed that the target should be around \$4 to \$5 per piece.
- 13. Child Care – There is some interest in offering childcare at the SCCC during the meeting. This service would be provided for a fee to the attendee and

would be paid directly to the childcare provider. ExCom will include a question about childcare in the survey to go out to the list-serve in order to gauge interest. Chrissy will look into the details and logistics further and report to ExCom.

**1700 ITEM 5: Moving Forward**

**1. Open Registration**

- a. Final Theme – The official them will be “Communication, brokers in information.”
- b. Registration Fees – Tony presented a fee matrix for consideration. Mike made a motion to approve the fees as laid out in Tony’s proposal. Gary seconded the motion. There was no further discussion and all ExCom approved the following fee matrix.

Activity	AFS Member	Non-Member	Student* (AFS Member)	Student* (Non-Member)	Retired Member	Retired Non-Member	Guest of Registrant
General Registration (Entire Meeting)**	\$175	\$225	\$50	\$75	\$120	\$150	N/A
General Registration (1 - Day Only)**	\$100	\$150	\$40	\$65	\$70	\$90	N/A
Workshop 1	\$125	\$175	\$50	\$75	\$125	\$175	N/A
Workshop 2	\$125	\$175	\$50	\$75	\$125	\$175	N/A
Workshop 3 (1/2 Day)	\$85	\$120	\$35	\$50	\$85	\$120	N/A
Awards Lunch***	N/A	N/A	N/A	N/A	N/A	N/A	\$25
Banquet Dinner***	\$35	\$35	\$35	\$35	\$35	\$35	\$35
Social Guest Pass (Awards Lunch & Socials Only)	N/A	N/A	N/A	N/A	N/A	N/A	\$50
Texas Hold-Em Fundraiser ****	\$25	\$25	\$25	\$25	\$25	\$25	\$25
5K Spawning Run (With Shirt)	\$30	\$30	\$30	\$30	\$30	\$30	\$30
5K Spawning Run (Without Shirt)	\$20	\$20	\$20	\$20	\$20	\$20	\$20
Vendor Registration	\$500	\$500	N/A	N/A	N/A	N/A	N/A
Vendor Registration (Non-Profit or Artist)	\$250	\$250	N/A	N/A	N/A	N/A	N/A

c. Annual Meeting Planning Timeline – Tony presented a list of benchmarks as follows:

i. Abstract Submission Open	10/13/15
ii. 1st call for papers	10/13/15
iii. Fall Piscatorial Press Due	10/13/15
iv. Registration Open	10/13/15
v. 2nd call for papers	11/20/15
vi. Abstract Submission Reminder	12/07/15
vii. Abstract Submission Deadline	12/11/15
viii. Chapter Resolution/Bylaw Changes due	12/11/15
ix. Officer Nominations	12/11/15
x. Winter Piscatorial Press Due	12/18/15
xi. Awards Nominations Due	12/18/15
xii. Student Scholarship Applications Due	12/31/15
xiii. Scholarship Recipients Selected	01/14/16
xiv. Award Recipients Selected	01/14/16
xv. Abstracts Accepted and Presenters Notified	01/15/16
xvi. Fish Out Of Water Waiver (FOOW)	01/15/16
xvii. Order Swag Items	01/22/16
xviii. Spawning Run T-Shirt Order Deadline	01/29/16
xix. Vendors/Sponsorships Selected to be Recognized in Print	01/29/16
xx. Early Registration Deadline	01/29/16
xxi. Hotel Room Block Deadline	01/29/16
xxii. Cancellation Date	02/15/16
xxiii. Pickup Swag Items	02/19/15
xxiv. Print Banners and Posters	02/19/15
xxv. Printing Deadlines	02/19/16

**1800 Meeting Adjourned for the Evening**

**Sunday, September 13<sup>th</sup>**

**0930 ITEM 6: Chapter Business (Round 2)**

1. External Director – Cory Sipher

- a. External Committee Work Plans/Budgets – Cory had previously sent the committee work plans and budgets to ExCom for consideration. ExCom went over each work plan and made minor comments. Discussion: There was a discussion on the Native Fish committee award; ExCom has no say or input on this award (this is the only award like this); there is some interest in incorporating this award into our general ORAFS awards. Corey will discuss the topic with Jim Capurso. There was a discussion about the External Committee

budgets absence from the ORAFS operating budget. This should not just be considered general overhead and should be added to the operating budget. The External Committee requests won't be in by the time the operating budget is due but the president-elect could put some placeholders in.

**Action Item: Cory will convey feedback to the committees and ask for final products. Corey will format all the work plans for consistency and submit to ExCom for final approval on the next conference call.**

**Action Item: The External Committee budgets will be added as placeholders to the operating budget.**

- b. White Paper Development – There was a discussion on White Paper production, purpose, and timeline for development. The legislative committee has expressed interest in drafting a document outlining how ORAFS White Papers are written, how the authors and editors are selected, the review process and timelines are determined.
2. Internal Director – Gary Vonderohe
    - a. 2017 Annual Meeting at the Bend Riverhouse – Gary has been pursuing the contract with the River house in Bend for the 2017 AM. The corkage/tapping fees are a bit steep and Gary is working with the Riverhouse staff to reduce them. A \$1,500 deposit will need to be sent by November 27<sup>th</sup>, 2015 and again by August 2016.  
**Action Item: Tony will send a deposit check to the Riverhouse for the 2017 AM.**

#### **1020 ITEM 7: Annual Meeting Planning Wrap-Up**

1. Fall Piscatorial Press – The distribution of the fall piscatorial press will coincide with the opening of abstract submissions and registration for the Seaside AM on October 13<sup>th</sup>. Please submit materials to Allison ASAP.
2. AM Planning Committee Meetings – As we get closer to the AM we will need to have more frequent conference calls focusing on meeting planning so that our monthly calls can focus on Chapter business. The planning calls generally start bi-monthly in November and get more frequent from there.

#### **1032 Upcoming ORAFS meetings**

1. ExCom calls are typically held second Thursday of every month from 1500 to 1700 hours.
2. The next meeting is scheduled for Thursday, October 8<sup>th</sup>, at 1500 hours.

#### **1035 Meeting Adjourned By Motion and Vote**