

DATE: April 28th, 2015

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer



SUBJECT: Minutes from ORAFS Spring Retreat Business Meeting, April 18th and 19th 2015.

Location: Arch Cape, OR.

ExCom Present: President – Mike Gauvin, President Elect - Troy Brandt, Past President - Todd Buchholz, External Director – Holly Huchko, Student Subunit Representative – Emily Schroeder, Secretary/Treasurer – Tony Siniscal, Incoming President Elect – Ben Clemens, Incoming Vice President – Christina Murphy, Incoming Internal Director – Gary Vonderohe, Incoming External Director – Cory Sipher.

Saturday April 18th

0927 Call To Order and Welcome

1. Review Agenda – Mike reviewed the agenda and asked if there were any additional agenda items to be added. Additional items will be discussed during the ExCom member's section.
2. Introductions – Each incoming/outgoing ExCom member introduced themselves, gave an overview of their career history, where they were from, and how they became involved in AFS and ORAFS.

0940 ExCom Reports/Updates/Position Descriptions

1. ExCom Overview
 - a. Documentation/Support – Mike went over the documentation available to the ExCom including the work plan, budget, and administrative handbook. Mike also stressed the importance of reaching out to ExCom members, former and current, for support and historical background.
 - b. Contact Information – Incoming ExCom members were asked to provide contact information that will be displayed on the chapter website. Each ExCom member will be provided a position appropriate ORAFS email address.

- c. ExCom Terms and Meetings – The position terms and ExCom meeting schedule were outlined. ExCom conference calls are held monthly; generally on the second Thursday of each month. There are two retreats held annually; a spring and fall retreat. The spring retreat is usually a pass the torch meeting and the fall retreat is generally an annual meeting planning session. This year we did not have an annual meeting to plan so the retreat was pushed to the winter and served in part to assess, discuss and strategize ORAFS finances and investments.
- d. AFS Portland 2015 – Several current and outgoing ExCom members are actively involved in planning for the 2015 Portland AFS meeting. Incoming ExCom members have been and should continue to be insulated from getting overly involved in Portland 2015 meeting planning. This is necessary, so that the incoming ExCom can focus on the February 2016 Chapter meeting in Seaside.

0920 ExCom Updates

- 1. Secretary-Treasurer – Tony Siniscal
 - a. Meeting Minutes
 - i. Winter retreat minutes have been approved and will be sent to Mike Meeuwig for posting to the website.
 - ii. 2014 Business meeting minutes have been sent for review. Tony and Todd will finalize and send out to the membership for approval.
 - iii. March Meeting Minutes – The March ExCom meeting minutes were sent out to ExCom for review. There was a motion made to accept the March meeting minutes as submitted.
 - iv. April Meeting Minutes – The April Meeting Minutes were sent to ExCom for review. There was a request made to table the approval of the April meeting minutes until tomorrow so that people had more time to review them.
 - b. Treasurers Report – An account summary was given at the April conference call so a treasurer's report was not submitted for this meeting.
 - c. Checking/Savings Account Management – The signers on the ORAFS account will need to be updated after the end of the Fiscal Year.
Action Item: Tony will add Troy to Umpqua account as a signer and remove Mike.
 - d. Outstanding Action Items
 - i. ~~ExCom will document/review/approve an investment plan.~~

- ~~ii. ExCom will document/review/approve a strategic financial plan in place by the end of the fiscal year.~~
- ~~iii. Mike will bring some of the boxes of past year ORAFS files to the spring retreat. ExCom will go through them and consolidate into fewer boxes.~~
- iv. ExCom 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 Holly.
- v. ExCom will draft a meeting planning manual to help in planning future conferences/annual meetings.
- ~~vi. Each ExCom member will draft a modus operandi for their respective position to be handed over to their replacement.~~
- vii. Tony will follow up with the parent society about Oregon Chapter lifetime membership.
- ~~viii. Troy will prepare the work plan and budget for FY 2015-2016 to be voted on at the spring retreat. The products should be finalized well in advance so they can be approved before the fiscal year starts.~~
- ~~ix. Tony will provide an updated financial report to Mike that matches up with his budget.~~
- x. ExCom will work to include meeting metrics (fees, revenue, attendee numbers) in future meeting programs in order to provide a chapter record.
- ~~xi. ExCom will look into drafting proceedings from the Hatchery vs. Wild Symposium~~
- xii. The Internal Director 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.
- xiii. Tony will send a \$500 check to the Seaside Civic and Convention center for the 2016 meeting by June 15th for the deposit.
- xiv. Holly and Meeuwig will provide instruction to incoming/outgoing ExCom members on how to manage officer email inboxes. ALL ExCom members will participate.
- ~~xv. All ExCom members (and new members) should bring two white t-shirts each to the Spring Retreat.~~
- xvi. Mike will draft an announcement for the Piscatorial Press outlining the new financial plan once adopted.

- xvii. ExCom will look into an overhaul of the Chapter list serve.
- ~~xviii. ExCom will solicit, one final time, for the chapter awards.~~
- ~~xix. Tony will submit the 2014 Business Meeting Minutes and the 2014 Financial Update to ExCom for review. Todd will send the material and an online ballot to the membership.~~
- ~~xx. The Chapter of the Year Application should be completed with the help of ExCom by the end of the Spring Retreat.~~
- ~~xxi. Emily will provide an overview of the Student Chapters organization and activities at the Spring Retreat.~~
- xxii. Tony will send a check to the Student Subunit. Emily will let Tony know where and to whom to send the check.
- xxiii. Mike will draft a letter to the student subunit emphasizing the importance of student involvement in the Chapter.

2. Past President – Todd Buchholz

- a. Position Duties – Todd went over the duties of the Past President which include: seeking nominations for ExCom positions and facilitating ExCom elections (online for the first time this last year), tying up loose end tasks, and mentoring the President.
- b. Online Ballot Discussion – Todd highly recommends continuing with the online election/ballot method for membership voting. We received much more participation than our traditional method of paper ballots at the annual meeting. In addition, we were able to ensure that only ORAFS members are voting and that voters are only casting a single vote (not that this was a known issue). There is a fee charged by survey monkey for sending a poll out to more than 100 email addresses. Todd donated the fee for this year's online ExCom election. Thank you Todd! Todd and Tony are in the process of finalizing and sending the Annual Business Meeting Minutes and the Financial Statement from fiscal Year 2014 to the ORAFS membership for an electronic vote.
- c. ORAFS Apparel/SWAG – Todd shared mock-ups of the T-shirts in production for the Chapter and presented the embroidered ORAFS patches that he had made. The patches and the T-shirt mock-ups were good quality and ExCom is happy with the results. The T-shirts and patches will be for sale at the Portland 2015 meeting; sales will be at the ORAFS booth. Todd will be the point of contact for ORAFS apparel sales.

3. President Elect – Troy Brandt

- a. AFS Portland 2015 Update – Troy is on the vendor and sponsor committees. Thus far, sponsorships have been hard to come by but are

anticipated to pick up. The vendor committee is looking into a boat show and culinary display.

- i. WDAFS is offering a \$500 grant to a professional from each member chapter for attendance at the Portland 2015 Meeting. ORAFS is considering providing a match or offering our own award.

Action Item: ExCom will consider offering an additional/match grant for Portland 2015 attendance to our membership.

- b. Hatchery Wild Sessions – Troy is involved in the planning of the two international Hatchery Wild sessions to be held at AFS Portland 2015. Troy is working with several international parties and is working to break out the sessions by topic. There is a potential for publishing the proceedings from these sessions and including the extended abstracts from the ORAFS Hatchery Vs. Wild Symposium.
- c. Hatchery Wild White Paper – Comments have been received from ExCom. The final product is getting close but the case study synthesis needs to be finalized. Once completed the final draft will be sent to ExCom selected experts and the committee that drafted the initial white paper. After review the white paper will be submitted to ExCom for final approval by vote.

Action Item: The Hatchery Wild White Paper should be ready for ExCom vote by the May conference call.

- d. Fiscal Year 2016 Work Plan and Budget – Troy discussed how the Strategic Plan, Work Plan, and Operating budget are tied together. The ORAFS Strategic Plan is a five year plan that guides chapter operations and is used in creating the Annual Work plan. The Budget is tied directly to the Work Plan and organizes expenditures by the Chapter core goals.
 - i. Work plan – Troy went through the work plan line by line. There were minor ExCom edits and clarifications, which will be amended.
 1. A discussion arose from the work plan section on student subunit support. ExCom would like some clarity on the relationship between ORAFS, OSU student subunit (The Fish and Wildlife Club), the OSU Fisheries and Wildlife Graduate Student Association, and the supporting funds that ORAFS supplies.

Action Item: ExCom will look into the relationship with the OSU student subunit, the OSU Fisheries and

Wildlife Graduate Student Association, and the supporting funds that ORAFS supplies.

- ii. Budget – Troy went through the budget and accepted minor suggestions by ExCom.
 - 1. There was a discussion on ORAFS apparel expenditures as it is time to bolster/update our inventory. There was an interest in creating Portland 2015 commemorative apparel in addition to our general ORAFS inventory to be sold at the Portland 2015 meeting.
 - 2. There was a discussion on ExCom officer support for the Portland 2015 meeting. ExCom generally agreed that financial support should be provided for ExCom if it is needed (i.e., employer won't pay). Troy has budgeted for full support with the hopes that respective employers cover some of the costs.
 - 3. ExCom discussed the potential sponsorships to be paid out in Fiscal Year 2016. AFS and WDAFS annual meeting sponsorships are very important and should be considered annually.
 - 4. There was a discussion on ORAFS award plaques and the concept of perpetual plaques was discussed. ExCom will continue to discuss the award plaques.

iii. Approvals

- 1. Work Plan - There was a motion made to approve the ORAFS Work Plan for Fiscal Year 2016. The motion was seconded and approved unanimously.
- 2. Budget - There was a motion made to approve the ORAFS Budget for Fiscal Year 2016. The motion was seconded and approved unanimously.

Action Item: The Annual Meeting Budget still needs to be approved.

4. External Director – Holly Huchko

a. Position Duties

i. External Committees

- 1. Oversight - A major responsibility is oversight of the external committees, including selection of committee chairs, reviewing committee work plans and budget and submitting them for ExCom approval.
- 2. New Committees – There was a discussion on the formation of new committees. The new External Director

will look into what action is necessary in order to create a new committee. Committees have changed throughout the course of ORAFS history and different committees were present in different years depending on need. Ad Hoc committees could be formed for short term needs instead of creating more committees.

3. Committee Expertise – Expertise is often asked of the External Committees. The committees conduct research and pull together materials to answer questions asked of ORAFS. Results are presented to ExCom and the President presents the findings as a voice of ORAFS.
4. Annual Meeting Role – The ORAFS External Committees are often asked to convene a session at the Annual Meeting and each Committee Chair hosts a committee meeting at the AM.
 - ii. Other Duties – The External Director also writes a section for the Piscatorial Press each issue, coordinates the social media posts and account management, and works with the ORAFS webmaster.
 - iii. Annual Meeting – Generally the External Director plans the workshops for the meeting. The ED position has been buffered to not have much responsibility for AM due to it being the busy time of year for this position during Legislative active sessions.
 - iv. Legislative Liaison – ORAFS has contracted a legislative liaison for the past several years. The External Director has acted as a conduit for the legislative liaison and ExCom. We are not planning to hire liaison this coming fiscal year as the legislation is not in session. ExCom will need to revisit this for 2016-2017, send out RFP's, and develop a contract as needed. One past idea has been to pair with TWS and share a liaison.
5. President – Mike Gauvin
 - a. Chapter of the Year (COY) Application – Mike gave an overview of the COY application process. The deadlines don't match up for the AFS and the WDAFS COY applications. This is critical as the guidance is that the AFS application only takes the winners from the Division COY process. Mike is still working out the details but will send an application to both AFS and WDAFS.

Action Item: Mike will submit the Chapter of the Year application by May 1st.

- b. Annual Meeting Support/Waiver Policy – We are working on a “policy” document to help guide financial support of ExCom members and provide standards for use in responding to waivers/reduced rate requests for annual meetings.
 - c. Annual Meeting Planning Document – ExCom will work on updating a previously existing Annual Meeting Planning Manual. The document has been located but it is in .pdf format and will need to be converted to a word document for updating.
Action Item: Christina will work on converting the Annual Meeting Planning pdf into an editable document.
 - d. ORAFS Historian Appointment – Jason Seals has stepped up and accepted the nomination as ORAFS Historian. Holly mentioned that she would be interested in assisting Jason in this role.
6. Student Subunit Representative – Emily Schroeder
- a. Student Subunit Overview – Emily gave an overview of the student subunit and expressed that the duties of the subunit representative in the ORAFS bylaws are different then the duties in the subunits bylaws. The subunit is assisted by guidance from two faculty advisors and has little involvement from the graduate student association but would really like to be more connected.
Action Item: Christina and the new student subunit representative will work to foster the relationship between the Subunit and the Fish and Wildlife Graduate Student Association.
 - b. Student Scholarships – There was a discussion on the student scholarship in general and why the participation was limited this year. There was a sense that the scholarship deadlines and language could be clarified.
Action Item: Christina will work on clarifying the scholarship deadlines and language.
7. President Elect – Troy Brandt (continued)
- a. List serve – Our webmaster has recommended doing away with the current List serve and migrating over to a modern system. Our existing List serve is outdated and is currently hosted by a Department of Forestry List serve.
Action Item: Troy will work on migrating the list serve email addresses to a new Gmail account or Google Groups account.

1840 Adjourn for the evening

Sunday April 19th

0843 Call To Order

1. Outstanding Business

a. Meeting Minutes

- i. April Meeting Minutes – The April Meeting Minutes were re-sent to ExCom for review. There was a motion to accept the meeting minutes as submitted. The motion was seconded and passed unanimously.
- ii. 2014 Business Meeting Minutes and 2014 Financial Statement – These will be sent to the membership for electronic vote via datagle.

Action Item: Tony and Todd will send out the 2014 Business Meeting Minutes and 2014 Financial Statement to the membership for electronic vote.

2. ORAFS Fiscal Sustainability Introduction

a. Overall Plan

- i. Come up with guidelines for monitoring trends and setting annual operating budget and meeting budgets, linking the two.
 - ii. Increase membership dues. The increase has been approved and will be implemented.
 - iii. Look at annual meeting registration fees and come up with a new price matrix based on analysis of previous meeting costs per registrant.
 - iv. Research checking/savings/investment account to find more profitable options.
- b. Overall Trends – Our gross revenue is gradually decreasing while our annual meeting costs and operating budget is increasing every year.
- c. Old ORAFS Records – ExCom members went through several years' worth of old AFS files and financial statements retaining anything pertinent or of historical value. These files had been previously stored in past president Demian Ebert's basement and are now stored at ODFW headquarters in Salem. There were about 8 boxes consolidated into one. Much was learned from going through these old records including the fact that the trends and issues we are facing today are not new.
- d. ORAFS Checking/Savings Account Review – Holly has been looking into various savings/checking accounts and their terms and interest rates to determine a better option for our existing accounts. Most of the banks that Holly looked into didn't quite meet our criteria (e.g., easy to manage, easy to change signers, low fees etc.). GE Capital

Bank appeared to be a good match based on our conditions and had an interest rate around 1%.

- e. Annual Meeting Registration Fees – Troy looked into the registration fees of some similar organizations and reported that the average regular member registration was \$186 compared to our \$145. ExCom should come up with a price range and continue to research other conference fees and our own cost per registrant.
- f. Investment Strategies – Troy reviewed the investment options presented at previous meetings for the new ExCom members. The three basic options are to invest with AFS through AXA, WDAFS endowment fund, or on our own with a Charles Schwab Account. Troy sent out an email with the pros and cons of each for ExCom to consider.
- g. Financial Plan – Tony handed out a draft financial plan that was developed from discussions at the Winter Retreat. ExCom will review the draft and make comments as appropriate. Tony will resubmit the plan as it continues to develop.
- h. Hatchery Wild Symposium Lessons – ExCom members involved went over the lessons learned from the Symposium. The event was a financial success due in part to a fresh, relevant, and provocative topic, keeping things simple and economical (i.e., one session, one room, and modest refreshment breaks and socials), and keeping track of member/non-member registrants. Our customary annual meeting format (i.e., 4+ concurrent sessions and a large banquet) has forced us into using a limited number of venues within the state; it may be time to think outside the box and switch things up.

3. Other Business

- a. Secretary/Treasurer Position – Todd and Tony broached the idea of splitting the position into two separate positions. The deliverable timelines for each portion of the current position often coincide making the workload leading up to retreats and the end of the fiscal year cumbersome. Splitting out the positions may also make one or the other less daunting for potential ExCom candidates.
- b. Passing of the torch – Mike congratulated ExCom on a job well done and passed the wolf eel onto Troy.

0955 Upcoming ORAFS meetings

- 1. The next meeting is scheduled for Thursday, May 14th at 1500 hours.

1005 Meeting Adjourned By Motion and Vote