

DATE: March 10th, 2015

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer



SUBJECT: Minutes from ORAFS Winter Retreat Business Meeting, February 7th and 8th 2015.

Location: Glide, Oregon.

ExCom Present: President – Mike Gauvin, President Elect - Troy Brandt, Past President - Todd Buchholz, External Director – Holly Huchko, Student Subunit Representative – Emily Schroeder, Internal Director – Kelly Coates (Sunday only), Secretary/Treasurer – Tony Siniscal, Guest (small part of Saturday only) – Rich Grost (former ORAFS President).

Saturday February 7th

0845 Call To Order and Welcome

1. Review Agenda – Mike reviewed the agenda and asked if there were any additional items to be added. Hearing none, the existing agenda was proceeded with.

0920 ExCom Updates

1. Secretary-Treasurer – Tony Siniscal
 - a. Meeting Minutes
 - i. December Meeting Minutes – The December meeting minutes were sent out to ExCom for review. ExCom would like some more time to look them over.
Action Item: ExCom will vote on the December meeting minutes at the next conference call in March.
 - b. Outstanding Action Items
 - i. ExCom will implement an investment plan and committee by the start of the next fiscal year (May 1).
 - ii. ExCom will research meeting costs and revenue and come up with a proposal for new dues and meeting registration.
 - iii. ExCom will have a strategic financial plan in place by the end of Fiscal Year 2014-2015.

- iv. Kelly will look into recruiting a new historian with assistance from ExCom.
- v. ExCom will follow up on the requests to lend our poster board displays to the Instream Flow Council meeting.
- vi. Troy will work with AFS to increase our chapter membership dues to \$10 per year.
- ~~vii. The student subunit will review the work plan section "Promote development of fishery and aquatic science students" and provide comments to Mike.~~
- ~~viii. Todd will continue to work with the parent society on updating the list of current Parent Society members who aren't OR chapter members.~~
- ~~ix. Tony will determine how long we need to keep our financial records and solicit volunteers to help clear out old files/materials from Demian's basement.~~
- ~~x. Mike will submit official comments to Doug on the Hatchery Vs Wild White Paper.~~
- ~~xi. Tony will look into the details of adding Oregon members through our own process rather than online through AFS.~~
- ~~xii. Mike will inform Scott Paterson that ORAFS cannot harbor funds for the NIWFCC.~~
- ~~xiii. Todd will send out the online election poll and candidate statements in early January and will compile the results and present to ExCom in early February.~~
- ~~xiv. The AFS conference booth needs an overhaul. ExCom will assign a few individuals with the task.~~

c. Accounts Update

i. Business Checking-

1. January	12/31/2014	\$64,362.73
	4 Credits	\$26,329.41
	11 Debits	\$25,629.65
	01/30/2015	\$65,062.49

ii. Money Market-

1. January	12/31/2014	\$100,209.47
		Monthly Interest Accrued - \$4.12
		Interest since inception - \$213.59
	01/30/2015	\$100,213.59

- d. AFS Files - The financial files and materials have been moved from Demian's basement to ODFW Headquarters in Salem by Mike Gauvin.

The files are located, specifically, in the recreational fisheries portion of the warehouse.

- e. Institutional Knowledge – There is a lot of information germane to each ExCom position that is not detailed in the administrative handbook. ExCom agreed that each member should work toward a handbook, addendum, or “cheat-sheet” that can be passed on to, and updated by, future ExCom members.

Action Item: Each ExCom member will draft a modus operandi (cheat-sheet) for their respective position to be passed down to their replacement.

2. Past President – Todd Buchholz

- a. New ExCom Election Results – Todd went over the results from the online election. In total, 115 members voted, which is a substantial increase from the usual amount of votes received at annual meetings.

- i. Election Results:

- 1. President Elect:

- Ben Clemens** 63%

- Mike Harrington 36%

- 2. Vice President:

- Christina Murphy** 60%

- Jason Seals 40%

- 3. Secretary/Treasurer:

- Tony Siniscal** 52%

- Kimberly Conley 48%

- 4. Internal Director:

- Gary Vonderohe** 100%

- 5. External Director:

- Cory Sipher** 100%

Action Item: Mike will contact all ExCom candidates and notify them of the election results.

- ii. Electronic Voting Recap – The electronic ballots worked very well. We were able to solicit more votes than usual and were able to verify that all votes were from ORAFS members. ExCom agreed that we should continue with electronic voting in the future.

Action Item: Todd will draft language on the online election protocol to be passed on to the next past president.

- iii. Thing to include next year:

- 1. Use contact info from AFS database for sending out the ballot.

2. Include an option for write in votes.
 3. Include candidate statements on the ballot.
 4. Send candidate statements to list serve with notice to contact ORAFS if you are an ORAFS member and did not receive a ballot.
 - iv. ORAFS Membership tracking – Tony was able to get a current AFS and ORAFS membership list and there was a discussion about our current membership and the fact that we do not have a life membership option for the chapter. ExCom interviewed former president and AFS lifetime member Rich Grost and considered his opinion on a chapter lifetime membership and appropriate fee.
Action Item: Tony will follow up with the parent society about Oregon Chapter lifetime membership.
Action Item: ExCom will look into an overhaul of the chapter listserve.
3. External Director – Holly Huchko
- a. Education Committee Grant – We have received 20 to 30 applications for these grants in previous years. The total budget allocated for this grant is two thousand dollars. Holly, Education Committee Chair (Shannon) and interested Education Committee Members will review the grant applications and submit the top three applications to ExCom for review. ExCom will decide on whether to award a single grant for the total award amount or to split the award and disburse multiple grants.
 - b. Freshwater Habitat Committee – The committee has been asked to convene a workshop at the Portland 2015 meeting on Habitat Restoration using local projects. The committee has been receptive of this request and Bill Wall (committee chair) is coordinating this symposium.
 - c. Recruitment of New Committee Chairs – As several committee chairs will be stepping down this fiscal year, the new External Director will need to appoint new committee chairs. Holly can help the new External Director recruit new committee chairs if requested.
 - d. 2014 – 2015 Awards – We have not received any nominations for our yearly awards. ExCom will ask Colleen to repost the request for nominations. ExCom will vote on the award nominees and present the awards for FY 2014-2015 at the Portland 2015 meeting.
Action Item: ExCom will solicit, one final time, for the chapter

awards. Kelly will work with Colleen Fagan on the student/general awards and plaques.

- e. Updating the Administrative Handbook – The administrative handbook, work plan and budget should be ready well before the Spring Retreat so that they can be approved at the retreat.
Action Item: Troy will prepare the workplan and budget for FY 2015-2016 for the spring retreat. ExCom will review the administrative handbook to determine if any amendments are needed. The products should be finalized well in advance so they can be approved before the fiscal year starts.
 - f. Legislative Liaison – There was a discussion as to whether we need a legislative liaison for the upcoming fiscal year. Legislative consulting is expensive and if we are going to contract out then we need to make sure that we are utilizing the service. Given that we will have the Portland 2015 and the 2016 annual meeting during the fiscal year we may be too busy to actively follow up on legislative advisement. One alternative for this upcoming fiscal year could be to task the legislative committee with tracking legislative activity.
 - g. Spring Retreat – ExCom discussed potential locations for the Spring Retreat. Having the retreat in/near Seaside would be beneficial as the incoming ExCom could view the 2016 Annual Meeting venue.
Action Item: Kelly will arrange lodging in Cannon Beach/Manzanita/Seaside for the spring retreat to be held on the weekend of April 18th and 19th. The lodging must allow for 12 people.
Action Item: Kelly will arrange a site visit the 2016 annual meeting venue for the weekend of the spring retreat.
Action Item: ExCom members new/current will be instructed on how to check and clear out ExCom email inboxes at the spring retreat. Holly will provide instruction to incoming/outgoing ExCom members on how to manage officer email inboxes. ALL ExCom members will participate.
Action Item: All ExCom members (and new members) should bring two white t-shirts to the Spring Retreat to make tie-dyed ORAFS shirts. New members need to be notified.
Action Item: Mike will invite Allison and Mike Meeuwig to the Spring Retreat for Saturday after noon and night.
4. President Elect – Troy Brandt
- a. ORAFS Data Storage – Troy has been looking into our options for a central location to store our institutional files. Troy will work with

Mike Meeuwig to determine what our existing options are with our current service provider. In the meantime Troy suggested setting up a Google Drive so that everyone can drop/access files.

- b. Fisheries Article – There has been some interest in drafting an article for Fisheries on how to plan and implement a successful conference or symposium. Troy will follow up on the suggestion.
- c. Portland 2015 Meeting – Troy and Todd are on the sponsorship committee and have been attending the planning meetings. ORAFS is responsible for raising \$10,000 in sponsorships for the meeting but there has not been any direction on how we get “credit” for sponsorship that are coming in.

Action Item: Troy will verify how ORAFS receives “credit” for sponsors for the Portland 2015 meeting.

5. President – Mike Gauvin

- a. Chapter of The Year Application – It is generally the responsibility of the outgoing president to prepare the Chapter of The Year application for the Parent Society.

Action Item: Mike will work on the Chapter of the Year Application. Todd will send Mike a template from last year. All ExCom members will contribute as necessary.

- b. Fiscal Year 2014-2015 business meeting – The business meeting is generally held during the annual Chapter meeting. Since we will not be having one during this fiscal year we need to determine an alternative in order to get this fiscal years items approved by the membership. One option is to hold a business meeting at the Portland 2015 meeting. However, there is some concern that we may not be able to attract enough members to obtain a quorum. Given the strong participation in the online election we could look into approving the business meeting minutes and financial statement via electronic vote. We should at least hold an Oregon Chapter Award Social to gather the membership and distribute awards and/scholarships. The social would be brief (1 hour) and would likely occur on Wednesday after the sessions.

Action Item: ExCom will look into the guidelines for approving last fiscal year’s finance report, business meeting minutes, and budget since we will not have a business meeting during this fiscal year.

Action Item: Tony will send a draft of the last year’s business meeting minutes and financial statement to ExCom for approval.

- c. Work plan and Budget Recap – Mike went over his work plan for this fiscal year and checked off items that have been completed, identified

items that will be carried out, and gave an overview of the year to date.

Action Item: ExCom will work to promote the AFS Certified Fisheries Professional accreditation.

Action Item: Tony will provide an updated financial report to Mike that matches up with his budget.

6. Vice President – Jason Seals – Not Present.

1230 Executive Committee Discussion

1. H:W Symposium Recap

a. Attendance and Financial Recap - Overall the symposium was well received by attendees and was successful financially. Tony presented the final meeting metrics to ExCom.

b. Feedback Poll - Attendees will be polled on their experience at the symposium.

Action Item: Troy will send out a poll to symposium attendees soliciting feedback on the meeting.

c. Symposium Proceedings – There has been some interest by attendees, presenters, and a potential editor in drafting proceedings from the symposium

Action Item: ExCom will look into drafting proceedings from the Hatchery vs. Wild Symposium and check with an individual who has expressed interest in serving as an editor.

d. Meeting overview – ExCom discussed the thing that went well and issues that we need to address for future meetings.

Action Item: ExCom will come to an agreement on rules for providing travel assistance, waiving fees, Fish Out of Water Waivers, group rates. These should be drafted and agreed upon before the Portland 2015 meeting.

Action Item: ExCom will come up with an MOU for financial support and official representation at ORAFS functions.

1330 Break

1230 Executive Committee Discussion (continued)

2. Meeting Registration Fees – ExCom discussed the current registration fees and compared them to meeting registration fees reported from other similar societies and groups. Our registration fees are comparatively low and we should look at increasing our registration fees. We would like to base the increase on an analysis of meeting cost versus revenues and will analyze past meeting metrics. ExCom would like to come up with an improved method of tracking meeting income expenditures and will work on including meeting

metrics in the programs of future meetings.

Action Item: ExCom will work to include meeting metrics (fees, revenue, attendee numbers) in future meeting programs in order to provide a chapter record.

Action Item: Holly will analyze past annual meeting metrics to come up with a cost per registrant to inform the discussion about increasing meeting registration fees.

Action Item: Tony will send all accessible past meeting programs to Holly.

3. ORAFS Budget/Investments/Fiscal Sustainability
 - a. ORAFS Budget - The annual budget should be considered in two parts:
The Operating Budget and the Annual Meeting Budget.
 - i. The Operating Budget - This includes all expenditures in pursuit of the core goals and operation and revenue from dues and AFS rebates. The operating budget net expenditures should not exceed that of the Annual Meeting Budget net revenue.
 1. Items on the budget (e.g., Carl Bond Memorial Scholarship) should be accompanied by a legacy document that explains how/why/when the line item was created and include an expiration date if applicable.
 - ii. The Annual Meeting Budget – This includes all expenditures for the annual meeting and the revenue from registrations and sponsorships.
 - b. Additional Income – This would include interest from existing investments and “windfall” revenues from WDAFS or AFS meetings.
 - c. Financial Plan For Fiscal Sustainability
 - i. Discussion
 1. The current One Year Operating Budget (OYOB) should be at or below the recent five year net operating expenditures unless justified by the president.
 2. The Second Year Operating Budget (SYOB) should go into a savings account to generate interest but remain fluid.
 3. ORAFS will research available savings accounts with an effort to increase our current interest rate while maintaining fluidity between our savings/checking account or consider moving all funds bank.
 4. Mike and Troy went over existing guidelines and MOUs from WDAFS and AFS. Troy gave an overview of the types of investment funds (and the associated pros/cons) that are available including bonds, stocks, mutual funds, and Exchange Traded Funds (ETFs).

5. WDAFS and AFS have endowment and investment committees that work together to manage their portfolios. It would be beneficial for ORAFS to invest our surplus funds (i.e., over and above our two year operating costs).
6. The goal of investing would be to gain interest on any yearly profits in order to help fund scholarships, awards, and grants.
7. We should keep our current investments in the WDAFS endowment fund in order to support WDAFS maintain our relationship.

ii. Proposed Financial Plan

1. A One-Year Operating Budget (i.e. revenue minus costs) should go into the checking account and remain fluid.
2. Expected Annual Meeting net revenue and the recent five year net operating expenses will determine the operating budget for the upcoming fiscal year.
3. The operating budget should not exceed the expected Annual Meeting/workshop/symposia net income.
4. Received and/or expected revenues from WDAFS or AFS meetings should not be considered while constructing a budget for the upcoming fiscal year.
5. Member dues and rebates from AFS (our only other source of income besides annual meetings/workshops/symposia) should not be considered when creating an operating budget.
6. The Second-Year Reserve Operation Budget should go into a high interest savings account that could be easily transferable if needed. A portion of the SYOB could also go into the investment account if deemed appropriate.
7. The savings account should allow for easy and free (or at least low cost) transfers to and from the checking account.
8. Funds above and beyond two year's operating budgets should go into an investment account to be determined based on discussions with WDAFS and AFS.
9. Extraction rate for scholarships from the investments could be a percentage of the interest earned annually.

d. Action Items

Action Item: Mike and Troy will try to get a representative from the parent society to attend the March conference call in order to give some insight into the parent society investments funds.

Action Item: Troy will come up with a suggestion on whether to invest the chapter's funds with WDAFS or AFS.

Action Item: ExCom will draft a new financial plan, vote on it and submit it to the membership.

Action Item: ExCom will draft a "legacy document" that outlines when/why/how a scholarship/grant/award was created and how long it is expected to continue.

1700 Meeting Adjourned By Motion and Vote

1. The retreat was set to reconvene 08:00 AM tomorrow Sunday February 8th.

Sunday February 8th

0900 ExCom Update and ExCom Discussion (continued)

1. White Papers
 - a. Hatchery Vs Wild – Holly presented the Hatchery Vs Wild White Paper and the comments that have been submitted. This white paper is an update to the last one that was written by ORAFS 14 years ago. This paper summarizes the original and presents an overview of the research that has been conducted since its release. The new paper also discusses how some of the research has been applied by fisheries managers.
 - i. Review of comments
 1. The bullets should be extended and include references.
 2. An overview of the Hatchery Vs Wild Symposium should be included.
 3. The take home message of the white paper is that the issue is very complicated and differs from species to species and stock to stock.
 4. The conclusions should be brought t the top of the document.
 5. The benefits of wild fish should be outlined.
 6. The purpose, use, and importance of hatchery and wild fish should be described.
 - ii. Moving forward

1. Holly will inquire if Ian Tattum and/or Gary Vonderohe can incorporate the comments and will enlist the help of the Hatchery Vs Wild Symposium presenters for help and review.
 2. Timeline – Holly will summarize comments and send out a clean copy to ExCom; ExCom will submit final comments to Holly by March 16th; The paper should be finalized by April.
Action Item: Holly will summarize the ExCom comments on the Hatchery Vs Wild White Paper, send back to ExCom for review and further comment, and finalize by April 1st.
- b. Suction Dredge Mining – The goal is to supplement the 2013 whitepaper and add effects of suction dredge mining on geomorphology, lamprey/bivalves and mercury. The timeline for legislative action was short on this issue and we decided not to redraft our existing white paper. ODFW has asked us to review a paper that is in support of suction dredge mining and being used as a reference document for the issue. ExCom members that reviewed the paper were not satisfied with its findings. ExCom will submit updated testimony this session and draft an updated paper on the suction dredge mining issue.
Action Item: Todd will send existing Suction Dredge Mining Testimony to Holly. Holly & Kelly will help organize ORAFS commentary on suction dredge mining and submit comments and previous testimony to Erik Kancler. Erik will read in our existing testimony, white paper, and any additional comments during the legislative session.

1000 ExCom Updates

1. Internal Director – Kelly Coates
 - a. 2016 Annual Meeting – Kelly gave an update on the lodging availability for the 2016 Annual Meeting and will start reserving room blocks in April. A deposit for the meeting venue will need to be sent to the Seaside Civic and Convention Center in June. Kelly Also went over some of the available food options for the meeting banquets/refreshment breaks.
Action Item: Tony will send a \$500 check to the Seaside Civic and Convention center for the 2016 annual meeting by June 15th.
2. Student Subunit Representative – Emily Schroeder
 - a. Student Subunit Elections – The elections are generally held at the end of April. Emily will try to let ExCom know who the new student subunit representative is by the Spring Retreat.

1030 ExCom Update and ExCom Discussion (continued)

1. ORAFS Budget/Investments/Fiscal Sustainability (continued)
 - a. Windfalls (i.e., revenue from hosting AFS and WDAFS meetings) should be infused into the investment funds.
 - b. Strategy for infusing a percentage of revenue into the operating budget should be lined out.
 - c. New programs/grants/scholarships/awards should be accompanied by a legacy document indicating the timeline and end date (if applicable).
 - d. Member dues should be increased. There was a motion made to increase the Oregon Chapter Membership dues to \$10. The motion was seconded and all ExCom members approved.
 - e. Action Items
 - i. **Action Item: Troy will notify AFS that we have approved an increase in membership dues to \$10.**
 - ii. **Mike will draft an announcement for the piscatorial press outlining the new financial plan once adopted.**

1100 Upcoming ORAFS meetings

1. The next meeting is scheduled for Thursday, March 12th at 1500 hours.

1115 Meeting Adjourned By Motion and Vote