

DATE: May 10th, 2016

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer



SUBJECT: Minutes from ORAFS Spring Retreat Business Meeting, April 22<sup>nd</sup> through 24<sup>th</sup> 2016.

**Location:** Government Camp, OR.

**ExCom Present:** President – Troy Brandt, President Elect – Ben Clemens, Past President - Mike Gauvin, External Director – Cory Sipher, Internal Director – Gary Vonderohe, Secretary/Treasurer – Tony Siniscal, Incoming President Elect – Shivonne Nesbit, Incoming Vice President – Jeremy Romer, Incoming Secretary –Katie Pierson.

### **Friday April 22<sup>nd</sup>**

**1900 Arrive at Government Camp**

### **Saturday April 23<sup>rd</sup>**

**0852 Call to Order and Welcome**

1. Parting Gift – Troy and Ben presented Mike with a parting gift from the both of them to thank him for his contribution to the chapter and his tenaciousness in pursuit of “leaving a legacy”.
2. Review Agenda – Troy went over the agenda and asked if there were any additions. There were a few items to be added. Those wishing to add items will address them in their section

**0900 ExCom Reports/Updates/Position Descriptions**

1. ExCom Overview
  - a. Past President - Mike went over the responsibilities and duties of the Past President. The role of the Past President is to impart the chapter history and knowledge, recruit new members for ExCom, and take on several roles associated with the annual meeting planning.
  - b. President - The responsibilities of the President includes commitments to Western Division AFS (WDAFS) and AFS National. Troy has been working to foster a relationship with the AFS governing board. Troy would like to see more involvement from the chapter with the

governing board and AFS. One recent item of focus by the Western Division and several Chapters has been to get membership numbers and tracking in order. Troy has been trying to build bridges with AFS staff and ExCom. The ORAFS president holds a non-voting spot on the AFS governing board and represents the chapter at monthly WDAFS phone calls, contributes to the Piscatorial Press, and applies for the WDAFS chapter of the year (COY) award (submitted in January). The parent society COY is due in April; the application requires some updating between the two applications with accomplishments that have occurred since submission of the WDAFS COY.

- c. President-Elect- The major responsibility of the President-elect is associated with the planning of the annual meeting. This year's meeting will be held from February 28<sup>th</sup> to March 3<sup>rd</sup>. Ben noted that 2015-16 was quite different than in past years because of the National AFS meeting in Portland during August 2015: thus most of the planning for the 2016 annual meeting occurred during the fall and winter. In a typical year without a parent society meeting occurring in Oregon, annual meeting planning would have been occurring more aggressively earlier on, during the summer. Mike added some description of the position. Shivonne asked for any tips on time management. Mike noted that the week surrounding Christmas will be spent organizing the sessions and putting the program together. Mike suggested using the conveners/moderators to fill out the sessions. He also suggested moving the planning timelines forward in order to be better prepared.
- d. Vice President – In Chrissy's absence, Troy went over the duties of the Vice President. The VP handles changes to the administrative handbook and the bylaws, works with the student subunit, and coordinates the volunteer committee, student paper and poster awards committee, and the raffle auction committee.
- e. Internal Director – Gary went over some of the duties of the internal director. The Internal Director handles all of the annual meeting logistics outside of the program, oversees the awards committee and scholarship committee, works with the historian, and handles all of the logistics associated with the venue and the caterers.
- f. External Director - Cory went over the duties of the External Director (ED) - The primary role of the external director is to work with the external committees and to oversee the development/execution of their work plans and budgets. The ED works with the external committee

chairs to put together session for the annual meeting. There has been some duties associated with social media committee, but the details associated with the social media committee need to be formalized.

- g. Secretary-Treasurer – This position has been split into two respective positions, a secretary, and a treasurer. The Secretary keeps the record of the chapter in the form of the meeting minutes for the conference calls, retreats, and the business meeting at the annual meeting. Membership tracking has also become a routine duty of the secretary and we are hoping that this will continue with the standalone position. Having a new standalone position offers a new opportunity for keeping better track of the chapters written materials, correspondence, metrics, and statistics. The Treasurer acts as one of the two signers on the Chapter bank accounts, disburses all payment and collects all income, keeps track of finances, and tracks the income/expenditures for the annual meeting and handles registration.
2. ORAFS Structure, Resources, Electronic Files – Troy gave an overview of the structure of ExCom, the resources available and some general suggestions on communications and electronic file organization.
  - a. Website – Troy gave a brief overview of the Chapter website and mentioned the Administrative Handbook, Strategic and Work Plan as good resources for ExCom to be familiar with.
  - b. Google Drive - A Google Drive has been in use for the last year and is a good place for ExCom to keep clean final versions of documents and spreadsheets. Troy cautioned to keep the drive as clean and organized as possible. The Google Drive was meant to replace the old method of handing off a flash drive when exiting from ExCom.
  - c. Chapter Archives – Troy mentioned the Chapter Historian, Jason Seals; part of the historian responsibly is to archive and backup the electronic data. We are currently working on our framework to store and access data. This should be further developed over the next year.
  - d. Listserv – Troy went over the listserv. The listserv has recently undergone an overhaul as it was one very large list of both member and nonmember emails. There are now two lists, one with active members that should be frequently updated and another that is a general list for posting general announcements including annual meeting notices.
  - e. ORAFS Resources – Mike stressed the importance of 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.

### 3. Incoming ExCom Contact Information and Email Accounts

#### a. Contact Information

- i. 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. Tony mentioned that the Officer inboxes should be cleaned out once a year. **Action Item: Tony will forward instructions on how to clean out the officer inboxes after he contacts the webmaster and confirms the instructions.**

- b. Email Etiquette – Ben made a note of communication and email etiquette. Emails should be clear and concise to ExCom avoid excessive spamming and reply all. If you have a subcommittee working on a product, you do not need to copy everyone on ExCom until need for a final presentation of final approval. Ben went over the guidelines on editing Chapter documents. Generally, all documents should be sent in track changes with initials added to the file name.

- c. Emails to Listserv– If there is material that needs posting to the listserv email to Ben, and he will post. Ben encourages transparency and professionalism including the use of tidy signature and use of officer email addresses.

### 4. Meeting Schedules – Conference calls, Retreats, Annual Meeting

- a. Ben went over the conference call schedule. Generally, calls are the second Thursday of the month from 3 pm to 5 pm. There were not any objections so we will continue with this schedule.
- b. Free conference call setup – Mike mentioned that the conference call number that we have been using is his and he asked that we obtain our own as he gets email notifications every time it is used. Ben will look into getting a new conference call account.
- c. Retreats – 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. The fall retreat is usually in September at the location where the annual meeting will be held. This year it should be in Bend. We will continue the discussion and nail down a date.

## 1020 ExCom Updates

1. Secretary-Treasurer – Tony Siniscal

- a. Treasurers Report – Tony went over the treasurer’s report that was previously presented at the April conference call.
- b. Fiscal Year (FY) 2016 Finances – Tony passed out the FY 2016 operating budget and financial recap for the year. The numbers are near final and Tony will work on finalizing the numbers once all payment and expenditures have been made. Troy gave a brief history of the Chapter finances; this will be discussed in detail later.
- 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 work with Bank of America, Troy and Ben to get this completed**

2. President Elect – Ben Clemens

- a. Work Plan – Ben introduced the ORAFS Work Plan for Fiscal year 2017. He went over the Work Plan line by line and ExCom made edits accordingly. Ben will reflect edits in the master document. Ben also handed out the annual operating budget for fiscal year (FY) 2017 and ExCom went over it line by line ensuring that it matched up with the Work Plan.

- i. Workshops – Ben introduce the idea of having a workshop during the upcoming FY either as a stand-alone workshop in the fall, or as part of the annual meeting. Ben expressed that he would really like to have a workshop focused on pesticide use in riparian areas. Ben believes that this could offer an opportunity for ORAFS to collaborate with biologist/scientists from other disciplines and other agencies.

1. Discussion on whether to hold as a stand-alone or with the annual meeting.

- a. A stand-alone workshop could provide additional revenue if we could get enough people to attend and would offer another educational and informational experience for fisheries professionals outside of the annual meeting.
- b. If we are going to do a stand-alone workshop, then we need to put a lot of time and effort into it so it is not a loss of revenue to the chapter. There have been several other stand-alone workshops that have resulted in financial losses to the chapter.

- c. Timing is very important and we would need to figure out our audience. If the purpose were to inform legislative action then the workshop would need to occur before the legislative session.
  - d. The risk of holding a stand-alone workshop is that we would not be able to focus on our usual chapter business. Normally this would not be an issue but we are coming off the Hatchery:Wild Symposium in 2014 and the AFS Portland meeting in 2015. It may be time to regroup and focus on our usual business as a chapter after the last two years.
- 2. Resolution – The consensus of ExCom was that a workshop paired with the 2017 annual meeting would be the most practical option. The goal would be to host a successful workshop as part of the 2017 annual meeting, record proceedings from the workshop and potentially hold a standalone workshop in the fall of 2017 or the winter of 2017/2018. Ben will look into the logistics of recording proceedings for the pesticide workshop.
- 3. Other workshops – Other workshops for the annual meeting will be discussed as the annual meeting planning continues to develop.
- ii. TWS Liaison – There was a discussion as to whether we should consider bringing in a liaison to the Oregon Chapter of The Wildlife Society (TWS). In the past, Laura Tesler from TWS has participated in some of our conference calls. ExCom discussed whether we should continue this. The consensus was that we should, periodically, but also that we should define the purpose of including TWS in some of our conference calls in order to focus the content.  
**Action Item: Ben will reach out to Laura to see if she is still interested in attending our conference calls periodically.**
- iii. Social Media – There was a discussion about the ORAFS social media policy. ORAFS needs to reassess the current social media policy in order to clearly define the roles of ExCom versus committee members.

**Action Item: Troy will reference the administrative handbook and other guidance to determine the roles of ExCom and the committees in administrating our social media.**

- iv. Legislative liaison – There was a discussion on the purpose of a legislative liaison for ORAFS. The main purpose of a legislative liaison is to inform ORAFS about fisheries-relevant bills coming down the pike. The liaison develops a relationship with the legislature and reports back to ExCom. Having a liaison helps us maintain our relevancy and involvement in legislative issues pertaining to fishery resources. All ExCom present were in support of retaining a legislative liaison for the upcoming fiscal year. Ben will pencil a line item for a liaison on the operating budget. ExCom will determine potential candidates for the position. One particular candidate is Erik Kancler, who was our liaison during FY 2015
- v. New Committees – Cory gave a brief overview of our existing external committees and their associated budgets.
  1. Diversity Committee – Ben identified this committee as a part of his candidate statement and would like to see this committee ratified. A part of the initial concept of this committee would be to instill traditional ecological knowledge as part of the ORAFS toolbox. There was a great deal of interest in this committee at the annual meeting especially after plenary speaker Emma Coddington’s talk. Mike suggested that we need to determine some goals and deliverable that this committee would execute if created. Tony made a motion to create an ad-hoc committee as laid out by Ben in his Work Plan. Ben seconded the motion and all approved. The guidelines for this committee will be as follows:
    - a. The committee will serve for a period of one year, June 1, 2016 – June 1, 2017.
    - b. After the trial year ExCom will decide to disband or continue: During early 2017, ExCom will review the efficacy and future potential of this External Committee in meeting the Chapter

mission, will vote to disband or continue this external committee accordingly.

- c. Committee duties will be to:
  - i. Appoint External Committee Chair for this committee, and task the committee with including and expanding upon the following ideas in their charter.
  - ii. Work with the Executive Committee and the Education Committee to actively pursue outreach and recruitment opportunities for all fisheries professionals, especially women and ethnic minorities (consider opportunities like SalmonWatch).
  - iii. Take part in promoting activities aimed at providing valuable ways of knowing that are not strictly science-based (in the Western European realm); e.g., Traditional Ecological Knowledge.
  - iv. Actively educate the Chapter about gender, ethnic, age and professional/discipline biases and how these can be ameliorated or overcome.
  - v. Convene workshops and sessions at the Chapter annual meeting as appropriate.
  - vi. Effectively interact with ExCom to produce reference documents to address questions or topics of interest as appropriate.

2. Ethics of Information Committee – Some ExCom committee members have identified a need for this committee. There was some discussion as to the purpose and goal of a committee of this type. There was a suggestion to put this material under the responsibility of the Education and Outreach Committee potentially as a sub-committee. The committee would be tasked with developing a guidance document on ethics of information.

- vi. Education and Outreach Committee – The grant to send Aquatic education teachers to the Annual Meeting has been underutilized. Cory will work to promote this this year.
  - vii. Carl Bond Scholarship – Tony made a motion to set the amount for the Carl Bond Scholarship at \$2,000 for FY 2017, Ben seconded the motion and all ExCom voted in approval.
  - viii. Student Subunit Funding – The student subunit will need to submit a detailed application for this funding. Ben will work to reword the language in the work plan and include the language “used to enhance the experience in the fisheries profession”.
  - ix. Fish conservationist of the year award – This topic has come up several times. There has been some concern about this award being a standalone award outside the auspices of the ORAFS awards committee. **Action Item: Ben will invite Jim Capurso to an ExCom conference call in the fall to discuss the selection and disbursement of the award.**
- b. Annual Operating Budget – Ben went over the operating budget and described how each action item relates to the work plan.
3. President – Troy Brandt
- a. AFS and Oregon Chapter Membership – Troy detailed an ongoing discussion that he has been having with WDAFS and AFS regarding the tracking of membership, dues, chapter dues reimbursement, and chapter rebates. Troy is currently on a committee that is working to refine issues involved with the tracking of these items. Troy will keep ExCom updates as things develop.
4. External Director – Cory Sipher
- a. External Committees – Cory indicated that some of the External Committees are waning in participation by members. Cory sent out a reminder to the committees that they would need to submit committee work plans soon. Cory has been working with Haley Blake of the Legislative committee to find a new co-chair for this committee and asked if there were any suggestions.
    - i. Discussion – The committees are most active when they are tasked with a deliverable by ExCom. Some committees were developed because there was a need at the time for a white paper/ position paper/etc. In some cases, there has not been something to work on in quite some time and Cory questioned

whether we should be considering dissolving committees if they are underutilized or inactive for some time.

- ii. Resolution – Cory will work with the External committee’s to see what would like to work on during the upcoming fiscal year. The goal would be to produce relevant, detailed, and productive work plans. Cory will stress that the ExCom is supportive of the committees and that we want to see them active. Cory will also pose the question as to whether each committee still sees a need for existence.
  - b. Climate Change Committee – There has been some suggestion that ORAFS should consider creating a Climate Change Committee. This is something that ExCom will consider but at this point will task the habitat committee with incorporating climate change talks in their annual meeting sessions and see where there is room to create a new committee focusing on climate change.
  - c. Legislative Liaison – This was discussed during the work plan discussion.
5. Internal Director – Gary Vonderohe
- a. 2017 Annual Meeting in Bend – Gary presented a draft 2017 Annual Meeting Budget. ExCom compared the budget to the Seaside budget and noted that the Bend Meeting will be much more expensive. This is something that we were aware of. There was a question as to whether we are completely committed to the venue in Bend; we have already paid the deposit and locked in the meeting date so the answer is yes. **Action Item: Gary, Ben, and Tony will work on finalizing the 2017 Bend Annual Meeting budget.**
  - b. 2018 Meeting Location – The 2018 Annual Meeting has thus far been planned for Eugene at the Hilton. ExCom discussed whether we should continue as planned or consider other options. Other suggestions included the Salem Convention Center and a venue in Corvallis.  
**Action Item: Gary will check with the Hilton Eugene and determine a date and preliminary cost estimate for the 2018 Annual meeting. Gary will also look into the Salem Convention Center and report to ExCom**  
**Action Item: Troy will look into potential venues in Corvallis for a 2018 Annual Meeting Site.**

## 1630 New Business

1. Financial Sustainability Plan and Investment Policy – Troy presented some of the financial trends that had been previously presented by Tony at the Winter Retreat in 2015. The general theme is a trend of declining monetary reserves because of annual operating budgets exceeding net annual income. The ORAFS reserves have recently been bolstered by revenues from WDAFS and AFS meetings but these only happen once every 5 to 10 years and should not be relied upon to supplement annual budgets. Troy and Tony have been working on an investment policy and a financial sustainability plan. Troy presented these documents previously to ExCom for consideration and handed out the most recent drafts of the documents. Mike made a motion to change the name of the Investment Committee to the Financial Sustainability Committee to better incorporate the execution of these proposed plans. This name change needs to be incorporated into the bylaws. Gary seconded the motion. All ExCom voted in favor of the motion as presented by Mike. Mike made a motion to adopt the financial sustainability plan as submitted by Troy and Tony. Gary seconded the motion and all ExCom approved. Mike motioned to adopt the Investment policy as submitted by Troy. Ben seconded the motion and all ExCom approved.
2. Member Fees – Troy discussed the recent fee increases that have been adopted by ORAFS. The annual meeting registration fees were increased in 2015 and 2016 and the ORAFS member dues were increased in 2015. Both of these changes were completed only after a comparison with other fish and wildlife professional societies determined that ORAFS was below the average costs. Also in FY 2016, ORAFS created a lifetime Chapter membership option. There was also a discussion about the “check the damn box” campaign. This was an effort to increase chapter membership that started several years ago. It has recently come to our attention that the only time someone can “check the box” is when renewing his or her AFS membership. If someone wanted to join the Oregon Chapter after they have already renewed for the year they cannot do so online and must send an email to AFS requesting the change to their account.
3. Other Revenue Ideas – Troy brought up other potential revenue sources for the Chapter including Amazon Smile. This is something that AFS has started using and we could do so as well. There was some question as to how much

we could actually make on such an endeavor and whether it would be worth our effort. Katie will look into Amazon Smile.

4. AFS Membership Guidelines – As mentioned previously, Troy has been involved in a discussion with AFS and WDAFS on how AFS tracks Chapter membership and disburses dues/rebate payment. Troy has recently drafted a letter to send to WDAFS and AFS. One of the requests of AFS is to create better membership reports so that Chapters can actually track new members. This would allow us to send welcome letters to new members once they join.
5. Seaside Meeting Review
  - a. Tony went over a financial recap of the Seaside meeting.
  - b. There was a discussion about the need and opportunity for volunteers at the annual meeting. In Seaside, we were limited by the amount of rooms we were able to offer volunteers and thus limited the number of volunteers. This should not be as big of an issue in Bend or Eugene because we receive complimentary rooms. However, we should start with the Seaside volunteer schedule and go from there. We don't want to have more volunteers than necessary.

## **1840 Adjourn for the evening**

### **Sunday April 24<sup>th</sup>**

#### **0907 Call to Order**

1. 2017 Bend Meeting Preview
  - a. Annual Meeting Planning Handbook – Gary and Troy went over the Annual Meeting Handbook briefly. The current draft of the handbook is based on a version that was received from WDAFS. Troy has been working on the formatting of the document and Gary has been working on populating it with our materials. Gary merged much of the information that was contained in the original ORAFS Annual Meeting Handbook. There was some discussion on how detailed this document should be. The consensus was that it should be as detailed as possible and include the following:
    - i. Recommendations for subsequent meetings.
    - ii. Lessons learned.
    - iii. Meeting metrics (number of attendees/talks/posters).
    - iv. Templates for awards/financial statements/signs.
    - v. Planning Calendar.

- vi. Poster sizes.
- vii. Deadlines/Benchmarks.
- viii. Spawning Run information.

**Action Item: ExCom should review the handbook and send edits/comments to Gary by the May conference call.**

- b. Chapter Historian Responsibilities – Mike suggested that the Chapter historian could be used to track some of the annual meeting details from year to year. We should work with the historian to come up with a form or template that would capture each annual meetings information including the theme of the meeting, numbers of attendees/talks/posters/volunteers, amount of income/expenditures, scholarship winners, best student paper winners, etc.
2. 2017 Annual Meeting Planning
- a. Program – Shivonne will be creating a program committee to help solicit talks and layout the program. She is planning to have specific, targeted sessions.
  - b. Expected Attendance – Shivonne asked what the recent year average has been for attendance at the annual meeting. It has been around 300 to 350 in recent years.
  - c. Theme – Shivonne has been brainstorming about the theme of the meeting and has several ideas. She has considered building on the communication theme from the Seaside meeting but would like to target a broader audience including professionals that work in watershed/landscape science, climate change, water management, drought, irrigation, and dam removal, to name a few.
  - d. Tours – Shivonne indicated that she may include a few tours as part of the meeting, post program. Ideas for these tours have included high desert restoration and fish passage/screening.
  - e. Workshops – Ideas for workshops have included eDNA, Pesticides, Social Media, and Restoration.
  - f. Planning Timeline – Shivonne will kick off the annual meeting planning earlier than usual and is hoping to have some material ready for the summer Piscatorial Press.
  - g. Plenaries – Shivonne is considering two at this time. Hoping to recruit speakers involved in citizen science, bridging scientific gaps, storytelling, and regional issues.

- h. Sponsors and Vendors – There was discussion on the capacity of the Bend venue for vendors. Room is somewhat limited compared to Seaside but comparable to Eugene. There is space for about nine vendors. We are hoping for a good turnout of vendors and a good amount of sponsorships. We should aim high for sponsorships, use the recent list compiled by Troy and Mike, and try to reach out to some fresh donors.
- 3. Spring Piscatorial Press (PP) – Troy has forwarded information to Allison Evans for the spring PP. The goal is to have the Spring PP sent out by the first or second week of May. The summer PP will be due shortly after.
- 4. Other Business
  - a. Google Drive – Troy went over some guideline for the Google Drive and encouraged everyone to use it to store our files. Troy suggested that we store files organized by event rather than by officer.
  - b. Work Plan and Budget – These should be voted on by the May conference call.
  - c. Riverhouse in Bend – Gary will iron out the details with the Riverhouse in Bend for the 2017 meeting. There is still some negotiation on pricing/contracts that needs to occur
  - d. Annual Meeting Handbook – The Annual Meeting Planning Handbook should be finished by June. Everyone should work together to make sure this gets completed.

**1045 Upcoming ORAFS meetings**

- 1. The next meeting is scheduled for Thursday, May 12<sup>th</sup> at 1500 hours.

**1054 Meeting Adjourned By Motion and Vote**