

DATE: April 11th, 2015

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer



SUBJECT: Minutes from ORAFS Executive Committee Meeting, April 9th, 2015 from 1505-1700

Conference Call Information: Phone: 712-732-0180 Participant Code: 401355 #

ExCom Present: President – Mike Gauvin, President Elect - Troy Brandt, Past President - Todd Buchholz, Vice President – Jason Seals, External Director – Holly Huchko, Internal Director – Kelly Coates, Student Subunit Representative – Emily Schroeder, Secretary/Treasurer – Tony Siniscal.

0305 Call To Order and Welcome

1. Review Agenda – Mike reviewed the agenda and asked if there were any additional agenda items to be added. Troy mentioned that he would like to add a discussion of investment options to his section of the agenda.

0920 ExCom Updates

1. Secretary-Treasurer – Tony Siniscal
 - a. Meeting Minutes
 - i. Winter retreat minutes have been sent for comment; there were a few edits from Holly. There was a motion made to accept the Winter Retreat Minutes including the edits from Holly. The motion was seconded and passed unanimously.
 - ii. 2014 Business meeting minutes have been sent for review. ExCom will submit any edits by the Spring Retreat. The 2014 business meeting minutes and the FY 2014 financial report will be sent to ORAFS membership with an online ballot for acceptance.

Action Item: 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.
 - iii. March meeting minutes are in process. Tony will send out within the next few days. Please review these and submit comments by the Spring Retreat.

b. 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. Holly 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. Troy will verify how ORAFS receives "credit" for sponsors for the Portland 2015 meeting.~~
- ~~x. Mike will work on the Chapter of the Year Application. Todd will send Mike a template.~~
- ~~xi. 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.~~
- ~~xii. Tony will send a draft of the last year's business meeting minutes and financial statement to ExCom for approval and then submitted to the chapter membership for approval.~~
- xiii. Tony will provide an updated financial report to Mike that matches up with his budget.
- ~~xiv. Tony will send all accessible past meeting programs to Holly.~~
- xv. ExCom will work to include meeting metrics (fees, revenue, attendee numbers) in future meeting programs in order to provide a chapter record.
- xvi. 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. Tony will contact Kris Homel to see if she is still interested.
- ~~xvii. Jason will draft a memorandum outlining rules for providing travel assistance, waiving fees, Fish Out of Water Waivers, and group rates for sponsors/vendors/media/plenary speakers/etc. These should be drafted and agreed upon before the Portland 2015 meeting.~~
 - ~~xviii. Jason will come up with an MOU for financial support and official representation at ORAFS functions.~~
 - ~~xix. 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.~~
 - ~~xx. Troy will come up with a suggestion on whether to invest the chapter's funds with WDAFS or AFS.~~
 - xxi. 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.
 - xxii. Tony will send a \$500 check to the Seaside Civic and Convention center for the 2016 meeting by June 15th for the deposit.
 - xxiii. Holly will provide instruction to incoming/outgoing ExCom members on how to manage officer email inboxes. ALL ExCom members will participate.
 - xxiv. All ExCom members (and new members) should bring two white t-shirts each to the Spring Retreat.
 - ~~xxv. Troy will notify AFS that we have approved an increase in membership dues to \$10.~~
 - xxvi. Mike will draft an announcement for the piscatorial press outlining the new financial plan once adopted.
 - xxvii. ExCom will look into an overhaul of the chapter list serve.
 - xxviii. ExCom will solicit, one final time, for the chapter awards.
 - ~~xxix. Kelly will work with Colleen Fagan on the student/general awards and plaques.~~
 - ~~xxx. Tony will send the scholarship checks to Scott Heppell.~~
 - ~~xxxi. ExCom will solicit letters from last year's scholarship recipients and include the material in the Piscatorial Press.~~
 - ~~xxxii. Kelly will contact Jason and outline the duties of the historian. Jason will accept/decline the nomination by the Spring Retreat.~~

- ~~xxxiii. Troy will draft a one page summary of his investment research with the various entities and outline the investment options.~~
- ~~xxxiv. Mike will submit the Chapter of the Year Application. ExCom members should provide assistance as requested.~~
- ~~xxxv. Tony and Mike will work together to prepare the 2014 business meeting minutes and financial report. Todd will send the material and ballot out to the membership.~~

c. Accounts Update

i. Business Checking-

1. March	02/27/2015 – \$66,983.12
	1 Credits \$548.50
	3 Debits \$3,975.51
	03/31/2015 – \$63,556.11

ii. Money Market-

1. March	02/27/2015 – \$100,217.43
	Monthly Interest Accrued - \$4.39
	Interest since inception - \$221.82
	03/31/2015 – \$100,221.82

- iii. Todd motioned to approve the treasurer’s report as submitted. The motion was seconded and passed unanimously.

2. President – Mike Gauvin

- a. Chapter of the Year (COY) Application – Mike is continuing to work on the COY application, has found some inconsistency in the process, and is trying to work through it. Specifically, WDAFS has their own COY application and award and there has been an indication that a chapter must win their division in order to win the national COY award. However, it seems there is a separate award process for AFS national and an additional application must be submitted. Mike indicated that the deadline for WDAFS COY submission is May 15th and application would incorporate the achievement of the chapter for the previous fiscal year (i.e., May 1, 2014 – April 30, 2015). ExCom will work together to have this wrapped up by the end of the spring retreat.

Action Item: The Chapter of the Year Application should be completed with the help of ExCom by the end of the Spring Retreat.

- b. Spring Retreat Agenda – Mike has received check-in instructions from the vacation rental agency for the Spring Retreat. The house is available Thursday through Sunday; Spring Retreat Business will occur Saturday and Sunday.

- c. Spring Piscatorial Press (PP) – The Spring PP should be sent out in the next few weeks. Most ExCom members have submitted their respective materials.
 - d. Student Subunit Funding Request – Mike has received a request from the student subunit for funding budgeted for this fiscal year. This discussion was tabled for Emily’s section of the conference.
3. Internal Director – Kelly Coates
- a. Spring Retreat/Seaside Tour – Kelly has arranged a tour of the 2016 Meeting Venue as mentioned at the March conference call. As Kelly will not be at the Spring Retreat, she has emailed the contact information for the convention center representative and has briefed Gary Vonderohe (incoming Internal Director) on the arrangements.
 - b. Seaside 2016 Annual Meeting (AM) – Kelly has been working to finalize the Seaside lodging arrangements. Room blocks, at the Government Rate, have been reserved at the Inn at Seaside and the River Inn at Seaside. ExCom rooms have been reserved at the Rivertide Suites; some of which will be complementary.
 - c. ExCom Pass The Torch – Kelly met with Gary and went through the Internal Director roles and responsibilities.
 - d. Award Status – Kelly is continuing to work with Colleen Fagan to determine the timeline and process for ORAFS awards.
4. President Elect – Troy Brandt
- a. Hatchery Wild White Paper – Troy, Jason and Holly have been working to finalize the white paper. Troy is reviewing a few of the case studies mentioned in the document. Troy will send it for one final review by the paper contributors and ExCom and will then send to the legislative committee.
 - b. Piscatorial Press – Troy submitted a review of the Hatchery Vs Wild Symposium and included a link to the poll result so people could view them.
 - c. Hatchery Wild (H:W) Symposium – Troy has received all of the presentations from presenters in PDF format and will post to the ORAFS website. Troy has been organizing an international session on Hatchery Wild for the Portland 2015 meeting. Troy introduced the idea of combining the proceedings from the ORAFS H:W Symposium with the international session and producing a compendium on the topic. Several ExCom members expressed support for this idea.
 - d. Investment Update – Troy had previously sent out a summary of the options for investing ORAFS funds. ExCom will review and respond to Troy with comments.

- e. Portland 2015 Marketing – Troy is on the sponsorship/vender committee for the Portland 2015 meeting. Troy asked if anyone was interested in helping out with this solicitation. Troy will send out a contact list of potential vendors/sponsors contacted to date.
5. Past President – Todd Buchholz
 - a. Pins, patches, and T-shirts – Todd has received several mock-ups and examples from the company printing the T-shirt and has been pleased with the results. Todd has forwarded these to ExCom as well. Todd has obtained the materials for the ExCom T-shirts to be made at the Spring Retreat.
 - b. Pass The Torch – Todd will put together a document to hand off to Mike at the Spring Retreat outlining Past-President duties.
 6. External Director – Holly Huchko
 - a. Suction Dredge White Paper – The legislative hearing was cancelled so our testimony/white paper was not read-in. Holly will check with Erik Kancler and update ExCom on the status of this legislation and the next step.
 - b. Education Poster Printing – Holly has reminded the education committee that this is the last chance to submit Education Poster printing expenses as we have carried this budget line item over for several years now.
 7. Vice President – Jason Seals
 - a. Meeting Waiver Policy – Jason sent out a draft policy on conference/meeting waivers for attendees/presenters/ExCom/etc. ExCom will submit comments to Jason and he will submit a second draft by the Spring Retreat.
 - b. Pass The Torch – Jason will contact Christina Murphy (incoming Vice-President) and brief on Vice President duties.
 8. Student Subunit Representative – Emily Schroeder
 - a. Student Subunit Elections – The subunit has received an application for a candidate for the new Student Subunit Representative. However, the candidate would be abroad from January through March (which would coincide with annual meeting duties). An additional candidate is interested but did not meet the application deadline. Mike expressed some disappointment that there are challenges in getting a student to step up for this position. Mike also conveyed that we need to figure out how to impress upon the subunit the importance and benefits of being involved with ORAFS. ORAFS has held a line item in the budget for the student subunit for many years but this funding should not be accompanied by a lack of participation by students.

There were some questions as to how the student subunit is organized.

Action Item: Emily will provide an overview of the Student Chapters organization and activities at the Spring Retreat.

- b. Student Subunit Funding Request – Emily went over the funding request from the student subunit. Half of the money would be used to sponsor the student reception at the AFS Portland meeting and the other half would support subunit trips to the Oregon Hatchery Research Center and the Hatfield Marine Science Center. There was some discussion on the subunit's involvement in ORAFS. There was a motion made to award \$2,000 to the Student Subunit. The motioned was seconded and passed unanimously.

Action Item: Tony will send a check to the Student Subunit. Emily will let Tony know where and to whom to send the check.

Action Item: Mike will draft a letter to the student subunit emphasizing the importance of student involvement in the Chapter.

1659 Upcoming ORAFS meetings

1. ExCom calls are typically held second Thursday of every month from 1500 to 1700 hours.
2. The next meeting will be the Spring Retreat on the weekend of April 16th in Arch Cape.

1700 Meeting Adjourned By Motion and Vote