

DATE: September 9<sup>th</sup>, 2015

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer



SUBJECT: Minutes from ORAFS Executive Committee Meeting, August 13<sup>th</sup>, 2015 from 1500-1620

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

**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.

### **1500 Call To Order and Welcome**

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

### **1502 ExCom Updates**

1. Secretary-Treasurer
  - a. Meeting Minutes
    - i. May meeting Minutes have been submitted for a vote. Troy motioned to accept the minutes as submitted by Tony. Christina seconded the motion and all ExCom members voted for approval.
    - ii. June 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. Christina seconded the motion and all ExCom members voted for approval.
    - iii. July Minutes were sent out for comments and additions.
  - 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. ~~Cory will send Marine Sanctuaries White Paper to Ben for review.~~
- xv. Troy will work towards finalizing the Hatchery:Wild White Paper by the Portland Meeting.

c. Accounts Update

i. Business Checking-

1. June - Umpqua	05/31/2015 – \$54,058.74
	Credits      \$0.00
	Debits      \$11,150.00
	06/30/2015 – \$42,908.74
2. July – Umpqua	06/30/2015 – \$42,908.74
	Credits      \$253.84
	Debits      \$1,575.04
	07/30/2015 – \$41,587.54

3. July – Bank of America 06/30/2015 – \$0.00  
Credits \$100.00  
Debits \$0.00  
07/30/2015 – \$100.00

ii. Money Market-

1. June - Umpqua 05/31/2015 – \$100,230.19  
Monthly Interest Accrued - \$4.12  
Interest since inception - \$230.19  
06/30/2015 – \$100,234.31  
2. July - Umpqua 06/30/2015 – \$100,234.31  
Monthly Interest Accrued - \$4.26  
Interest since inception - \$238.57  
07/30/2015 – \$100,238.57

3. A Bank of America Savings account was opened on August 1. All funds from the Umpqua money market account are being transferred to the Bank of America accounts and we will be closing the Umpqua accounts.

d. ORAFS Lifetime Membership

i. ORAFS lifetime membership – We have been considering offering an ORAFS lifetime membership to our chapter members. We would like to follow the AFS model for pricing. The AFS lifetime membership is \$1,000 (without a journal subscription) and is equivalent to 12.5 year’s worth of annual dues (at \$80/year). Tony proposed following the same model and making lifetime ORAFS member dues \$125 to correspond with our new \$10 annual dues. Mike asked if you would have to be an AFS lifetime member in order to become an ORAFS lifetime member. The consensus was that yes you would.  
**Action Item: Troy and Tony will work on initiating an ORAFS lifetime membership.**

2. President – Troy Brandt

a. AFS Portland Meeting

i. Vendors

1. A record number of vendors have registered for the trade show.  
2. Troy has arranged for a culinary demonstration by a local seafood restaurant at the exhibitor hall and will be picking up fish for the event.

ii. Silent Auction - Troy will be picking up some of the auction items and bringing them to the convention center.

- iii. ORAFS Booth – Troy purchased a new ORAFS banner and posters advertising the 2016 Seaside meeting. Troy will also be bringing pens and brochures for distribution. Mike will be bringing the ORAFS totes from headquarters including old apparel items which will be for sale. Tony will be bringing the “Square” (credit card swiper) and petty cash. Chrissy will be bringing a large glossy poster for the Seaside meeting.
  - iv. ORAFS Apparel – There was a discussion on pricing of the ORAFS apparel that will be for sale at the booth. ExCom agreed on the pricing of items to balance profits and offload.
  - v. Seaside Promotion – Troy will be bringing the Seaside meeting posters that Ben produced and has included a promo slide in the Hatchery:Wild symposium.
  - vi. ORAFS ExCom Events – ExCom attendance is encouraged at the following events: ORAFS Awards Ceremony, AFS Business Meeting, WDAFS Business Meeting.
3. President Elect – Ben Clemens
- a. ORAFS 2016 Annual Meeting in Seaside – The theme of the meeting will be: “Communication, Brokers in Information.” Ben will be working on room logistics for the concurrent sessions with Gary after the AFS PDX meeting. We should make sure that the Annual Meeting Handbook is up to date and use it for planning. Ben noted that we will need to hit the ground running after AFS PDX.
4. Vice President – Christina Murphy – No Update.
5. Past President – Mike Gauvin
- a. ORAFS Chapter Awards Ceremony – Our awards ceremony will be held on Monday night of the AFS Portland meeting at 5:30 PM. All ExCom should be there if possible. There will be an open bar and hors d'oeuvres.
6. External Director – Cory Sipher
- a. Marine Sanctuaries White Paper – Cory has received a revised version of the paper with comments from Ben. There was a discussion about some of the language of the white paper, which advocates for specific conservation areas. ExCom agreed that white papers are not generally the place to be advocating for issues. ExCom will consider the next steps for this document including reclassification as a position paper. This topic was tabled for discussion later. Ben recused himself of performing additional reviews on this paper. He expressed concern over being perceived as being the only reviewer from ExCom, and having performed a non-blind review. ExCom discussed the potential

of soliciting and using blind peer reviews on White Paper topics and how to provide filters to insure quality, rigor, and representativeness of White Papers to the Chapter at-large.

**Action Item: ExCom will consider next steps for the Marine Sanctuaries white paper.**

- b. Legislative Committee – The legislative committee chairs would like to draft a document that outlines the process of creating a white paper including the timeline, review process, committee assignment, etc. Cory will keep us updated as things develop.
- c. Committee Work Plans and Budgets – Cory has received work plans and budgets from three of the committees. Cory will send a request to the remaining committees for their work plans/budgets to be submitted by the first week of September for review at the fall retreat.

**Action Item: Cory will request that the external committee work plans and budgets are submitted by early September.**

7. Internal Director – Gary Vonderohe

- a. Fall Retreat – A house has been rented for the fall retreat for September 11<sup>th</sup> through the 13<sup>th</sup>. Gary has also arranged for a tour of the Seaside meeting venue on Sunday 09/13 at 11:00 AM and will meet with the caterer at 12:00PM.  
**Action Item: Gary will send the catering menu to ExCom for review.**
- b. 2017 Meeting – Gary has requested a quote from the River house in Bend for the 2017 ORAFS annual Meeting. The most favorable dates look to be the week of February 27<sup>th</sup> 2017.

### **1615 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, September 10<sup>th</sup>, at 1500 hours.
- 3. The fall retreat will be held in Seaside on the weekend of September 11<sup>th</sup>.

### **1620 Meeting Adjourned By Motion and Vote**