

DATE: December 20th, 2015

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer

SUBJECT: Minutes from ORAFS Executive Committee Meeting, December 10th, 2015
from 1500-1700



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.

1502 ExCom Updates

1. Secretary-Treasurer
 - i. November Minutes have been sent for approval. Troy motioned to accept the minutes as submitted by Tony. Christina seconded the motion and all ExCom members voted for approval.
 - a. Outstanding Action Items
 - ii. **ExCom will work to include meeting metrics (fees, revenue, attendee numbers) in future meeting programs in order to provide a chapter record.**
 - iii. **The 2014 financial statement should be included in the program at the 2016 annual meeting.**
 - 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 replacement.**
 - vii. **Gary will lead the effort on updating the Annual Meeting Handbook.**

- ~~viii. Chrissy will contact Colleen Fagan about giving an ORAFS presentation at Eastern Oregon University.~~
- ix. Chrissy will review scholarship information on orafs.org and update information as necessary. Chrissy will send updates to Troy for posting.
- x. Troy will work towards finalizing the Hatchery:Wild White Paper by the end of the Calendar year.
- xi. Cory will pull together information pertaining to the Frank Moore Scenic Sanctuary bill and report to ExCom.
- ~~xii. Tony will send a prototype of the lanyards to ExCom for review and order new name badge holders.~~
- ~~xiii. Gary will send a conceptual room setup to Troy and Troy will review and send to ExCom.~~
- ~~xiv. Tony will order finalize lanyard and name badge order by next conference call.~~
- ~~xv. Tony will check with Mary Buckman about the PDX 2015 revenue and loan.~~
- ~~xvi. Chrissy will forward the current list of raffle/auction items to ExCom.~~
- ~~xvii. Mike will forward the print inventory to Chrissy.~~
- ~~xviii. All ExCom members should review the Administrative Handbook by the December conference call.~~
- ~~xix. Troy will contact Doug Markle to notify him of the support and timeline.~~
- ~~xx. Ben will send Tony the name/address to send the check for student art supplies for the annual meeting. Tony will send a check as appropriate.~~
- ~~xxi. Tony will send Ben an example of the Eugene spawning run shirts.~~
- ~~xxii. Troy will check into the culvert replacement workshop. Tony will cancel the monitoring methods workshop and inform those that had already registered about their options.~~
- ~~xxiii. Ben will schedule two planning meetings for December in addition to the monthly conference calls and increase the frequency thereafter.~~
- xxiv. All ExCom should review the handbook by next conference call and get back to Gary.
- ~~xxv. Tony will send the deposit for the 2017 Annual Meeting to the River house.~~

b. Accounts Update

i. Business Checking

1. November

10/31/2015 – \$35,115.93

Credits \$596.95

Debits \$80.00

11/30/2015 – \$35,632.88

ii. Money Market

1. November

10/31/2015 – \$100,642.54

Monthly Interest Accrued - \$1.65

Interest since inception - \$3.97

11/30/2015 – \$100,644.19

c. Other Items

i. Lanyard and name badge holders – Tony sent a mockup of the lanyards to ExCom and is prepared to order. ExCom members were satisfied with the example. Tony will order 1,000 lanyards and badge holders.

ii. Gift cards – Tony suggested ordering gift cards for a few select individuals.

Action Item: Troy will order gift cards as approved by ExCom.

2. President – Troy Brandt

- a. WDAFS Retreat Review – Troy briefed ExCom on the WDAFS mid year retreat. Some of the main takeaways from the retreat were: discussions on how to add value to Chapter and Division membership for the members and better tracking of membership numbers provided by AFS.
- b. WDAFS Reno Meeting – Troy is helping to organize a session at the Reno meeting. The meeting will be March 21st through 24th 2016.
- c. List serve Status – Troy briefed ExCom on work that has been done to clean up and improve the list serve. A comparison was done with the list serve, the Chapter membership, and WDAFS email list. The lists have been merged and the list serve now includes those that have signed up for the list serve and chapter members (with duplicates removed). There was a discussion about what information should be sent to non-members and we will work on coming up with some guidance. A separate email list of Chapter members will be reserved for bylaw and election voting.
- d. Markle Fishes of Oregon book – Doug was very appreciative of the pledge of financial support. Troy will be working with Markle to determine where and when to send the check and will notify Tony.

- e. Annual Meeting Fundraising – Troy and Mike have been in contact regarding the solicitation of vendors and sponsors for the 2016 Seaside meeting. They will start contacting potential sponsors in earnest next week.
3. President Elect – Ben Clemens
 - a. Annual Meeting Overview – Ben gave a brief overview of annual meeting planning activities. A more detailed discussion will be reserved for tomorrow's planning meeting.
 - i. Moderators – Ben has confirmed moderators for 8 sessions and has received abstracts for about 50 talks.
 - ii. Spawning Run T-Shirts – Ben would like to use a similar design as was used for the Eugene 2014 meeting.
 - iii. Workshops – Ben has received some feedback from the workshop instructors about the registration fee structure. Ben has referred them to the Fee Waiver Policy.
 - iv. SWAG – Ben has looked into the prices for ORAFS pint glasses as a SWAG item. The cost is about \$1,700 for 300 pieces. The glasses will be a donation from one of the sponsors.
 4. Past President – Mike Gauvin
 - a. ExCom Nominations – Mike has secured one candidate for each ExCom position except President elect, for which he has two.
 - b. Raffle Tickets – Mike checked the inventory of raffle tickets at headquarters and verified that we have enough.
 - c. Fish Prints – Mike offered to get prints framed in Salem. Chrissy would like to get everything framed together in Corvallis. Mike and Chrissy will work together to figure out how to get the prints to Corvallis.
 - d. Vendors – Mike is working with Troy to develop a list of vendors. Mike will be sending invitation letters before Christmas; He is hoping to get 15 to 20 vendors.
 5. Vice President – Christina Murphy
 - a. Scholarship Outreach – Chrissy would like a yearly mechanism to send out a scholarship announcement; She suggested adding the task to the administrative handbook. Mike referred to the administrative handbook and identified that it is the Scholarship Committee Chair's responsibility to send the announcements to universities. Gary will work with the committee chair to make sure this is done.
 6. External Director – Cory Sipher
 - a. Committee Updates – Cory is working with the committee chairs to put together sessions for the Annual Meeting. The committee chairs

have been pooling their members to submit talks and fill in the existing sessions. Legislative Committee Co-Chair Josie Thompson is stepping down; Cory will work with Haley Blake (the other Co-Chair) to determine if another Co-Chair is needed or if Haley would like to assume full Chair responsibility.

- b. Award Recipients – Cory sent information on the award recipient from the Portland meeting to Mike Meeuwig for posting to the website.
- c. Education Grants – Shannon has sent out a reminder for the Education Grants to potential applicants. Cory will also send the information to Troy for posting to the web/list serve.

7. Internal Director – Gary Vonderohe

- a. Annual Meeting Planning update – The Comfort Inn has offered discounts on room rates for Annual Meeting attendees. Gary will be sending hotel information for posting to the website and the registration site.
- b. Annual Meeting Planning Handbook – Troy sent the WDAFS meeting-planning handbook to ExCom. We have decided to go with their format instead of continuing the overhaul of our current one.

1640 Upcoming ORAFS meetings

- 1. ExCom calls are typically held the second Thursday of every month from 1500 to 1700 hours.
- 2. The next meeting is scheduled for Thursday, January 14th, at 1500 hours.

1645 Meeting Adjourned By Motion and Vote