

DATE: July 2nd, 2015

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer



SUBJECT: Minutes from ORAFS Executive Committee Meeting, June 11th, 2015 from 1500-1645

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 (joined call for update), Secretary/Treasurer – Tony Siniscal (joined call late).

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.

1520 ExCom Updates

1. Past President – Mike Gauvin
 - a. ORAFS Awards Reception – ORAFS typically has the business meeting during the Annual Meeting. Election results and business meeting minutes/financial statement from the previous year are usually announced during the business meeting. Elections and business information were conducted/presented online this year so the business meeting will be simplified. ORAFS will have an awards reception at Portland AFS and the cost will be covered under the general meeting expenses. The awards reception will take place at the Portland Hilton from 5-6 pm on Monday August 17th before the start of the AFS Trade Show Networking Event. Appetizers and an open bar will be available during the awards meeting. Mike sent the food order to Jason Kent and reserved the Skyline Room through Michele Weaver for the event.
 - b. ORAFS T-shirts – Mike will work with Todd to coordinate the t-shirt order for the AFS meeting. Left over shirts will be available for future sales at ORAFS Annual Meetings.

Action Item: Mike will finalize the t-shirt/swag order with Todd.

2. Internal Director – Gary Vonderohe

a. 2016 Seaside meeting

- i. Gary contacted the caterer and is waiting to hear back from the chef to discuss food options. Gary discussed the need for a beer/wine chair. Mike suggested we determine if we need a separate chair for both. Mike will contact potential beverage chairs to gauge interest.

Action Item: Gary will follow up with caterer/chef at the Seaside Convention Center to discuss food options.

Action Item: Mike will contact potential beverage chairs and get back to Gary.

b. ORAFS Annual Meeting Handbook (AMH)

- i. Gary has been working to update the AMH and determined that it is a little outdated and suggested an overhaul. ExCom suggestions included boiling it down to keep it simpler and update guidance based on recent meetings.

Action Item: Gary will lead the effort on updating the Annual Meeting Handbook.

3. President Elect – Ben Clemens

a. 2016 ORAFS Annual Meeting In Seaside

- i. Theme/Plenary Speakers - Ben has been working on theme ideas for the Annual Meeting. He would like to focus on a Communication theme and has confirmed two plenary speakers including Jeremy Monroe (Freshwater Illustrated) and Emma Coddington (Willamette University). Ben is also working on Debra Morrison (University of Oregon) as a third plenary speaker. Chrissy suggested going with a “Connections” theme rather than a “Communication” theme.
- ii. Format - Ben proposed a short presentation format following the Japanese “Pecha Kucha” format, which would entail 7-minute presentations (20 slides, each shown for no more than 20 seconds), followed by 7-minute discussion periods. The format would allow for more presentations, require presenters to refine their message, and promote more discussion among presenters and the audience. There was some concern from ExCom about changing the entire meeting format to the Pecha Kucha schedule but it may work well for a limited number of sessions. While changing the format is a good idea, drastic changes may be not received well by attendees. Attendees may also already have “canned” presentations from the Portland meeting that they

would like to present. Chrissy mentioned that the graduate student group at OSU tried a speed presentation format at their recent conference and it was a popular format. Mike suggested trying the Pecha Kucha format after the plenary session.

Action Item: Ben will continue to work on the Annual Meeting theme and follow-up with the plenary speakers.

4. Vice President – Christina Murphy

- a. Eastern Oregon University (EOU) requested a presentation from ORAFS. Mike suggested getting in touch with Colleen Fagan to see if she would represent ORAFS and get in touch with Kimberly Mueller at EOU.
- b. Chrissy sent out an announcement to other Oregon universities, colleges, and community colleges to notify them of the Portland AFS meeting and she has received a positive response.
- c. Scholarships – Chrissy is working on streamlining the grant application process to make it easier for students to submit their qualifying information in conjunction with other grant opportunities (combined application process). She also plans to update scholarship information on the ORAFS website to ensure that information is correct and that the links are active. Chrissy will send information to Troy to be posted on the website. The deadline for the 2015 application period has passed but we would be able to submit material for 2016.

Action Item: Chrissy will contact Colleen Fagan regarding Eastern Oregon University presentation.

Action Item: Chrissy will review scholarship information on the website and send updates to Troy as necessary.

5. External Director – Cory Sipher

Marine Sanctuaries White Paper – The paper has had a couple of reviews. Cory will send to Ben to review. Cory asked for guidance on the next steps. ExCom agreed that Ben should review and then we can determine how to proceed.

Action Item: Cory will send Marine Sanctuaries White Paper to Ben for review.

- a. Native Fish Committee Workshop – Tony sent a check to Jim Capurso to cover the camping expenses for the workshop.
- b. External Committees – Corey has been working to get the corresponding work plans from the committee chairs and asked how ExCom would like to receive them; as they come in or all at once.

Mike suggested submitting all the committee work plans submitted at the same time to facilitate review and approval.

6. Secretary-Treasurer – Tony Siniscal

a. Meeting Minutes

- i. Spring retreat minutes have been sent to ExCom, comments/edits have been received and they are ready for consideration of approval. Mike made a motion to approve the Spring Retreat Minutes as submitted by Tony. Chrissy seconded the motion. A vote was called for and all ExCom members voted in favor of approval.

Action Item: Tony will send the Spring Retreat Minutes to Mike Meeuwig for posting.

- ii. May meeting Minutes were sent out last night. ExCom will need some time too look over the May meeting minutes and approval was tabled for the July conference call.

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. Tony will follow up with the parent society about Oregon Chapter lifetime membership. ExCom will further consider an appropriate 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. Tony will send a \$500 check to the Seaside Civic and Convention center for the 2016 meeting by June 15th for the deposit.~~
- ~~vi. Holly will provide instruction to incoming/outgoing ExCom members on how to manage officer email inboxes. ALL ExCom members will participate.~~
- vii. Mike will draft an announcement for the piscatorial press outlining the new financial plan once adopted.
- ~~viii. ExCom will consider offering an additional/match grant for Portland 2015 attendance to our membership.~~

- ~~ix. The Annual Meeting Budget still needs to be approved.~~
- ~~x. ExCom will update the Manual for the 2016 Seaside Meeting.~~
- xi. Troy will work on migrating the list serve email addresses to a new Gmail account or Google Groups account. Troy sent task to Meeuwig
- xii. Tony will add Troy to Umpqua account as a signer and remove Mike.
- xiii. Troy and Tony will look at using a new bank for the chapter finances. Interest rates, bank locations, and account and fees will be considered.
- xiv. Tony will send the business meeting minutes to Mike Meeuwig for posting. The 2014 financial statement should be included in the program at the 2016 annual meeting.
- xv. Troy will finalize 2016 annual meeting budget and submit to ExCom.
- ~~xvi. Troy will send the final FY 2016 Work Plan and Budget to Mike Meeuwig for posting~~
- xvii. ExCom should review the Meeting Waiver Policy and be ready to vote on it by the June conference call. Mike will conduct a final review and send a final draft to ExCom for approval.
- ~~xviii. Gary Mike and Ben will work on updating the Annual meeting Planning Handbook.~~
- ~~xix. Tony will send the meeting planning timeline and benchmarks to Ben, Mike, and Gary.~~
- xx. Troy and Gary will coordinate with R3 Engraving to have the plaques made and will keep Tony in the loop so that he can send a check.
- ~~xxi. Action Item: Tony will send a check to Jim to cover campsites for the workshop. Cory will provide the contact information. Troy will notify Tony where he wants the expenditures in his budget.~~

c. Accounts Update

i. Business Checking-

1. May	04/30/2015 – \$54,232.14
	Credits \$1,313.00
	Debits \$1,486.40
	05/31/2015 – \$54,058.74

ii. Money Market-

1. May

04/30/2015 – \$100,225.94

Monthly Interest Accrued - \$4.25

Interest since inception - \$230.19

05/31/2015 – \$100,230.19

7. President – Troy Brandt

- a. Work Plan and Budget – Troy finalized the FY 2016 work plan and budget and sent to Mike Meeuwig to post on the chapter website.
- b. Meeting Waiver Policy – Mike Gauvin is reviewing the final edited version. We are hoping to approve the policy during the July conference call.
- c. Hatchery:Wild White Paper – The white paper is still under review. We hope to have this completed by the Portland AFS meeting in August.
- d. ORAFS submitted written testimony and requested that our membership submit testimony in opposition to HB 3217, the Artificial Beaver Dam bill. ORAFS coordinated a response with ODFW, WaterWatch, Trout unlimited, and the Native Fish Society.
- e. Troy and Tony will be moving the ORAFS checking and savings accounts. There was a discussion on preferred banks.
Action Item: Troy and Tony will work towards finding a new bank for ORAFS.
- f. Fall Retreat Date – Troy will send out a Doodle Poll to schedule the Fall Retreat.
Action Item: Troy will send out Doodle Poll to establish Fall Retreat date.

1640 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, July 9th at 1500 hours.

1645 Meeting Adjourned By Motion and Vote