

DATE: March 25th, 2015

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer



SUBJECT: Minutes from ORAFS Executive Committee Meeting, March 12th, 2015 from 1505-1715

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. ExCom had a few items to add and would bring them up during their respective section of the meeting.

0920 ExCom Updates

1. Secretary-Treasurer – Tony Siniscal
 - a. Meeting Minutes
 - i. December Meeting Minutes – Tony has previously sent out the December meeting minutes to ExCom for review. Tony noted a correction that was necessary to the financial summary portion of the minutes. There was a motion made to accept the December meeting minutes with the changes noted by Tony. The motion was seconded and all approved.
Action Item: Tony will make the correction and send the approved December minutes to Mike Meeuwig for posting to the website.
 - b. Outstanding Action Items
 - i. ExCom will document/review/approve an investment plan.
Spring Retreat Agenda Item.
 - ii. ExCom will document/review/approve a strategic financial plan in place by the end of the fiscal year. **Spring Retreat Agenda Item.**

- 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.

c. Accounts Update

i. Business Checking-

1. January	12/31/2014	\$64,362.73
	4 Credits	\$26,329.41
	11 Debits	\$25,629.65
	01/30/2015	\$65,062.49
2. February	01/30/2014	\$65,062.49
	2 Credits	\$6,600.95
	14 Debits	\$4,680.32
	02/27/2015	\$66,983.12

ii. Money Market-

1. January

12/31/2014 \$100,209.47

Monthly Interest Accrued - \$4.12

Interest since inception - \$213.59

01/30/2015 \$100,213.59

2. February

01/30/2015 \$100,213.59

Monthly Interest Accrued - \$3.84

Interest since inception - \$217.43

02/27/2015 \$100,217.43

2. President – Mike Gauvin

- a. Chapter of the Year (COY) Application – Mike is working on the COY application and has reached out to Past-Presidents Jeff Yanke and Colleen Fagan for advice and for their templates. The Due Date for the application has been April 1st in previous years. Mike will continue to work on this and will be asking for information from various ExCom members.

Action Item: Mike will submit the Chapter of the Year Application. ExCom members should provide assistance as requested.

- b. Spring Retreat Agenda – ExCom should send agenda items to Mike before the spring retreat. Each ExCom will be asked to provide a thorough explanation of their duties so that the new ExCom members are adequately informed and prepared for their new positions.
- c. Spring Piscatorial Press (PP) – Allison will be sending out a template for the spring PP. Material should be sent to Allison by April 1st for timely submission of the newsletter.
- d. Online Business Meeting and Financial Report – ExCom is proposing online submission and approval of the business meeting minutes and financial report from the 2014 annual meeting. This change to normal protocol is necessary because we did not hold an annual meeting during fiscal year 2015. We are encouraged that this method will work because of the success of this year’s online ExCom elections.
- Action Item: 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.**
- e. Student Scholarships – Only two student scholarship applications were received this year. The applications were sent to ExCom from Scott Heppell with his recommendation. The applicants are Rachel Palmer for the Undergraduate scholarship and Mojgan Rostaminia for the PhD scholarship. There was a motion made to award the Undergraduate Scholarship of \$2,000 to Rachel. The motion was seconded and there

was a discussion of Rachel's application, commitment to the Chapter, and Letter of Support. The motion to approve the Scholarship for Rachel passed unanimously. There was a motion made to award the PhD Scholarship of \$2,000 to Mojgan. The motion was seconded and there was a discussion of Mojgan's application and letter of support. There was a vote to approve the Scholarship to Mojgan, which passed unanimously. Tony will send the checks to Scott who will award the checks to recipients with a letter. Scholarship recipients are required to provide a one-page summary of how the funds helped in their pursuit of their education/career in fisheries.

Action Item: Tony will send the scholarship checks to Scott Heppell.

Action Item: ExCom will solicit letters from last year's scholarship recipients and include the material in the Piscatorial Press.

- f. ORAFS Historian – We are looking for an active ORAFS member to serve as the Historian for the Chapter. Mike nominated Jason Seals as the Historian. Jason asked for a description of duties and will consider the nomination.

Action Item: Kelly will contact Jason and outline the duties of the historian. Jason will accept/decline the nomination by the Spring Retreat.

3. President Elect – Troy Brandt

- a. Investment Update – AFS policy on investments is currently under revision. We should wait until it is finalized before deciding on investing with AFS. Troy spoke to WDAFS and determined that if we contributed all of our available funds to the endowment fund it would amount to about ¼ of all WDAFS invested funds. Troy will be contacting a representative from Charles Schwab soon to discuss investment options outside of AFS and WDAFS.

Action Item: Troy will draft a one-page summary of his investment research with the various entities and outline the investment options.

- b. Hatchery Wild White Paper – Troy has taken on a redraft of the Hatchery Wild white paper. Troy attempted to stay within the sideboards of the original draft, added some details, and tried to make it more clear, consistent, and concise. The revised draft should be completed within a few weeks.
- c. Hatchery Wild International Session – Troy has been involved in the planning of a Hatchery Wild session at the Portland 2015 meeting. The contributors will include international speakers. Troy would like to

pull some of the proceedings from our symposium into this session to serve as a background.

- d. Portland 2015 Meeting – Troy is on the sponsorship/vendor committee and has asked for volunteers from ExCom to help. Troy will send a list of potential vendors and sponsors that have been contacted so far.
 - e. Website/Google Drive Archive – Troy reached out to Mike Meeuwig about using the ORAFS website for archiving files and about general webmaster duties; Mike indicated that he has enjoyed working with the Chapter in this capacity. Mike also recommended using an alternative storage method such as Google Drive. Troy set up a Google Drive for the Chapter and has started archiving Chapter materials.
4. Past President – Todd Buchholz
 - a. Pins, patches, and T-shirts – Todd has received mockups of T-shirts and pins and sent examples to ExCom. ExCom will look at the examples and discuss. Todd is confident that this vendor will produce good quality products.
 5. External Director – Holly Huchko
 - a. Education Committee Grant – Education grant applications have been received and reviewed by the Education Committee. The Committee has made a recommendation to award the applications submitted by Kings Valley and South Santiam Watershed. Holly moved that we go along with the committee's recommendation and has volunteered her discretionary funds to support the full amount of the award applications. There was a second and the motion passed unanimously to award \$750 to Kings Valley and \$1,349 to South Santiam Watershed. **Action Item: Holly will have Shannon Richardson (Education Committee chair) contact Tony with addresses and Tony will send checks and award letters.**
 - b. Legislative Update – Holly sent out all legislative bills pertinent to ORAFS interests via email. ExCom should respond with any interest in weighing in.
 - c. Legislative Carry Over – The new External Director will take over May 1; Our legislative liaisons contract is also up on May 1. The legislative session continues beyond the terms. Holly will continue to track legislative issues and help the new External Director learn the ropes. We may need someone from ExCom to read in the Hatchery Wild white paper and testimony.
 - d. Suction Dredge White Paper – The white paper has been redrafted and is looking good. Many people have contributed to this product. Holly

will send the most recent draft to ExCom; ExCom should review the paper and respond with comments before next week, as the paper will be read during the upcoming legislative hearing.

- e. OSU/ORAFS White Paper Collaboration – Holly has reached out to several faculty at OSU about this collaboration and has found very little interest in this collaboration.
6. Internal Director – Kelly Coates
 - a. Spring Retreat/Seaside Tour – Kelly has arranged for a tour of the convention center, which will be the ORAFS 2016 Annual Meeting site. Kelly will not be able to attend the Spring Retreat but will contact Gary Vonderohe before, “Pass the Torch”, and pass on all the Internal Director Materials.
 - b. Award Status – Kelly is still working with Colleen to determine the status of the 2015 awards. Kelly has asked ExCom for candidates for the lifetime achievement award. The deadline for the awards is April 15th.
Action Item: ExCom should discuss award candidates at the Spring Retreat and come up with a strategy for buying plaques, and come to an agreement as to which fiscal year the purchase should be applied to.
 7. Student Subunit Representative – Emily Schroeder
 - a. Student Subunit Elections – Candidates statements are due by April 1st and elections should be completed by the second week of April.

1711 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, April 9th at 1500 hours.

1715 Meeting Adjourned By Motion and Vote