

DATE: June 1<sup>st</sup>, 2015

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer



SUBJECT: Minutes from ORAFS Executive Committee Meeting, May 14<sup>th</sup>, 2015 from 1505-1730

**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, Student Subunit Representative – Richard Peek, Secretary/Treasurer – Tony Siniscal.

**0302 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.

**0920 ExCom Updates**

1. Secretary-Treasurer – Tony Siniscal
  - a. Meeting Minutes
    - i. Spring retreat minutes are in process and will be sent out by next Thursday.
  - 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 Holly.
    - ~~ii. Each ExCom member will draft a modus operandi for their respective position to be handed over to their replacement.~~
    - iii. Tony will follow up with the parent society about Oregon Chapter lifetime membership. ExCom will further consider an appropriate fee.
    - iv. ExCom will work to include meeting metrics (fees, revenue, attendee numbers) in future meeting programs in order to provide a chapter record.

- v. 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.
- vi. Tony will send a \$500 check to the Seaside Civic and Convention center for the 2016 meeting by June 15th for the deposit.
- vii. Holly will provide instruction to incoming/outgoing ExCom members on how to manage officer email inboxes. ALL ExCom members will participate.
- viii. Mike will draft an announcement for the piscatorial press outlining the new financial plan once adopted.
- ~~ix. Mike will draft a letter to the student subunit emphasizing the importance of student involvement in the Chapter.~~
- ~~x. ExCom will look into the relationship with the OSU student subunit, the OSU Fisheries and Wildlife Graduate Student Association, and the supporting funds that ORAFS supplies.~~
- xi. ExCom will consider offering an additional/match grant for Portland 2015 attendance to our membership.
- xii. The Annual Meeting Budget still needs to be approved.
- ~~xiii. Mike will submit the Chapter of the Year application by May 1<sup>st</sup>.~~
- xiv. ~~Christina will work on converting the Annual Meeting Planning Manual pdf into an editable document.~~ ExCom will update the Manual for the 2016 Seaside Meeting.
- ~~xv. Christina will work on clarifying the scholarship deadlines and language.~~
- xvi. Troy will work on migrating the list serve email addresses to a new Gmail account or Google Groups account.
- xvii. Tony will add Troy to Umpqua account as a signer and remove Mike.

c. Accounts Update

i. Business Checking-

1. April	03/31/2015 – \$63,556.11
	1 Credits \$2,299.60
	12 Debits \$11,623.57
	04/30/2015 – \$54,232.14

ii. Money Market-

1. April	03/31/2015 – \$100,221.82
	Monthly Interest Accrued - \$4.12

Interest since inception - \$225.94  
04/30/2015 – \$100,225.94

d. General Items

- i. FY 2014 Business Meeting Minutes and Financial Statement Update – Tony prepared the 2014 business meeting minutes and financial statement and Todd Buchholz sent them out to ORAFS membership for approval via electronic vote. All votes received were for the approval of the minutes as submitted; however, we only received 24 votes. Mike looked into the bylaws to see how many votes would be needed to approve official chapter business. “A quorum at any Chapter meeting for transaction of official business shall be the lesser of 50 Active Members or one-third of the Chapter membership, except that members present may approve a lesser number for a given meeting, if circumstances dictate.” There was a motion made to accept the electronic vote of the membership for approval of the 2014 Business Meeting Minutes and Financial Statement. The motion was seconded and all ExCom members approved.  
**Action Item: 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.**
- ii. Updated FY 2015 Budget/Expenses – Tony has submitted the near-final 2015 Financial Statement and Budget to ExCom. The expenses for FY 2015 came in significantly under budget. Tony stressed that while this is good news, we were still slightly in the red for net profits.
- iii. Student Subunit Sponsorship and Letter to AFS Portland 2015 – The student subunit has pledged \$900 to sponsor the student networking event at the Portland 2015 meeting. ORAFS will help ensure that the money is earmarked as intended.
- iv. Raffle/Sponsor Donations – Tony mentioned that we have started getting donation items in the Chapter Mailbox. Troy will forward the appropriate contact information to Tony and he will forward the items.
- v. ExCom Contact Info on the Website – Tony noted that his contact information was incorrect on the ORAFS website and suggested that everyone check to make sure their information is updated.

2. President – Troy Brandt

- a. Work Plan and Budget – Troy sent out the final drafts of the approved fiscal year 2016 Budget and Work Plan. The annual meeting budget portion needs to be finalized. Troy will send out to ExCom once completed and will post all deliverables on website.  
**Action Item: Troy will finalize 2016 annual meeting budget and submit to ExCom.**  
**Action Item: Troy will send the final FY 2016 Work Plan and Budget to Mike Meeuwig for posting.**
  - b. Meeting Waiver Policy – Jason sent out a straw-man policy to ExCom before the end of this term. Several ExCom members have submitted comments. Troy will finalize the document and resend to ExCom. We would like to get this approved at the June ExCom meeting.  
**Action Item: ExCom should review the Meeting Waiver Policy and be ready to vote on it by the June conference call.**
  - c. Hatchery:Wild White Paper – The near-final draft has been sent back to the expert panel and the contributors and we have received comments back. The final product should be ready for approval by the June conference call.
  - d. ORAFS list serve and website- Mike Meeuwig has requested some funding for web plug-in for the chapter website. All ExCom members deemed this appropriate.
  - e. Meeting Planning Handbook Update – The Annual Meeting Planning Handbook is in need of updating. Christina converted the pdf into an editable word document and sent out to ExCom.  
**Action Item: Gary Mike and Ben will work on updating the Annual meeting Planning Handbook.**
  - f. Fall Retreat Scheduling – Troy attempted to schedule a date for the fall retreat. Christina has a conflict in September that needs to be worked out and will report back to ExCom.
3. President Elect – Ben Clemens
    - a. 2016 ORAFS Annual Meeting In Seaside
      - i. Meeting Planning - Ben asked for ExCom meeting planning materials and advice. Tony mentioned that he had a meeting planning timeline/benchmark document and will forward to ExCom. Gary Mike, and Ben will incorporate Tony’s timeline into the Annual Meeting Planning Handbook.  
**Action Item: Tony will send the meeting planning timeline and benchmarks to Ben, Mike, and Gary.**
      - ii. Theme – Ben has been brainstorming about potential meeting themes and has considered some themes outside the box of

usual Annual Meetings. Ideas that have surfaced so far include Communication, Science and Society, etc. In planning for Plenary Speakers, Ben has been considering which speakers might draw professionals that will have just come from the national meeting in Portland.

- iii. Marketing/Advertising –Advertising for the 2016 meeting in Seaside should commence after the National Meeting is over to avoid our meeting advertising being overshadowed. Mike mentioned that our booth at the National Meeting should be used to advertise the Seaside meeting.

#### 4. Past President – Mike Gauvin

- a. Chapter of the Year Application – Mike thanked everyone that helped put the application together. Lessons learned from the process are: We do have to submit applications to both WDAFS and AFS, and deadlines are not in sequential order (i.e., deadline for AFS submission is before WDAFS but you have to win WDAFS award to be considered for the AFS award).
- b. ORAFS Awards Reception – The award process is complete and Colleen has submitted the candidates to Mike Gauvin. The awards and student scholarship certificates will be given out at a reception held during the National Meeting. Troy and Gary will work on getting the award plaques engraved at R3 in Corvallis.  
**Action Item: 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.**
- c. Email Etiquette – Mike went over ExCom email etiquette to keep unnecessary email traffic to a minimum. Suggestions include: Keep “reply alls” to a minimum, respond directly to sender unless you deem that everyone must see your response, committee chair needs should be addressed at monthly conference calls rather than immediate email requests etc.
- d. Portland 2015 Sponsorship – Mike motioned that ORAFS consider a sponsorship of \$10,000 for the Portland 2015 National Meeting earmarked for the Networking Budget. Tony seconded the motion. Discussion: Mike noted that we came in under budget for FY 2015, we have already loaned the planning committee \$10,000 and will receive that back this year in addition to whatever we profit from the meeting, and that the contribution to the networking budget will add a meaningful boost to the meeting that people will remember. A vote was called for and all ExCom members approved.

- e. ODFW Employee Support – ODFW is encouraging attendance of staff at the National Meeting; an email will be sent out soon from the director providing guidelines for staff that are attending/participating.
5. Vice President – Christina Murphy
- a. Scholarships – There is interest from OSU staff about creating a post-doc/young professional scholarship by shifting some of the existing scholarship funding around. Discussion included using the Carl Bond scholarship and using a scholarship as a research grant instead.
  - b. Annual Meeting Student Volunteer Recruitment – Christina asked what the timeline was for recruiting student volunteers. It was recommended that we wait until fall to start recruiting volunteers.
6. External Director – Cory Sipher
- a. Marine Sanctuaries White Paper – The co-chairs of the Marine Habitat Committee have submitted a draft of the white paper. Josie Thompson is coordinating a review. Cory is working to keep the review panel to a succinct but pertinent group of individuals.
  - b. Native Fish Committee Workshop – There has been a request from Jim Capurso to help fund a The Non-Game Native Fish Workshop in September. Specifically Jim is asking funds to cover the campsites for the workshop (\$145). Tony motioned that ORAFS consider funding the workshop. Mike seconded the motion. Discussion: Tony noted that the committee has put on a nice workshop without funding for several years and that we should support our committees. There was a call for a vote; all ExCom members approved.  
**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. External Committee Oversight – Cory had some questions as to the timeline and criteria for selection of committee chairs, submission of work plans, and approval of budgets. It was recommended that Cory contact Holly and utilize her experience/expertise.
7. Internal Director – Gary Vonderohe
- a. 2016 Seaside meeting
    - i. Convention Center Hours – After reviewing the contract, Gary noticed that use of the facility was permitted from 7 AM - 11 PM each night of the meeting. Gary has negotiated use until midnight on Wednesday and Thursday just to be safe.
    - ii. Room Blocks - There are 48 rooms on hold in at the Inn at Seaside, 48 rooms on hold at the River Inn at Seaside, and a room-rate on contract with Rivertide Suites. Seaside Hostel has

60 beds on hold the annual meeting with a room rate of about \$31/night/person.

8. Student Subunit Representative – Richard Peek
  - a. Introductions – Rich introduced himself to ExCom and each ExCom member present provided a personal and ORAFS introduction. All welcomed Rich to ExCom!

**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, June 11<sup>th</sup> at 1500 hours.

**1715 Meeting Adjourned By Motion and Vote**