

DATE: December 1st, 2015

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer



SUBJECT: Minutes from ORAFS Executive Committee Meeting, November 18th, 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, Student Subunit Representative – Justin McKinney Secretary-Treasurer – Tony Siniscal.

1502 Call To Order and Welcome

1. Review Agenda – Troy reviewed the agenda and asked if there were any additional agenda items to be added. The new Student Subunit Representative, Justin McKinney, joined us for the call and was added to the agenda.

1504 ExCom Updates

1. Student Subunit Representative – Justin McKinney
 - a. Student Subunit Update – Justin has stepped in to fill the vacant student subunit representative position. The subunit is getting organized for a productive year. Planned events include a fly-tying workshop, electrofishing demonstration, and an effort to get veterans involved in natural resources.
 - b. Introduction and welcome – Justin introduced himself and shared his personal and educational experience. Each ExCom member gave an overview of their role on ORAFS ExCom along with personal and professional background. All welcomed Justin to ExCom.
2. Secretary-Treasurer – Tony Siniscal
 - a. Meeting Minutes
 - i. Fall Retreat Minutes have been sent for review. Mike made a motion to approve the Fall Retreat Minutes as submitted by Tony with inclusion of the comments/edits submitted. Gary seconded the motion. All ExCom members voted in approval.

Action Item: Tony will send the final Fall Retreat Minutes to Mike Meeuwig for posting to the website.

- ii. October Meeting Minutes have been sent for review. Mike made a motion to approve the October meeting minutes as submitted by Tony. Troy seconded the motion. All ExCom members voted in approval.

Action Item: Tony will send the final Fall Retreat Minutes to Mike Meeuwig for posting to the website.

b. Outstanding Action Items

- i. ExCom will work to include meeting metrics (fees, revenue, attendee numbers) in future meeting programs in order to provide a chapter record.
- ii. The 2014 financial statement should be included in the program at the 2016 annual meeting.
- iii. 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.
- iv. Mike will draft an announcement for the piscatorial press outlining the new financial plan once adopted.
- v. Troy will work on migrating the list serve email addresses to a new Gmail account or Google Groups account.
- vi. Gary will lead the effort on updating the Annual Meeting Handbook.
- vii. Chrissy will contact Colleen Fagan about giving an ORAFS presentation at Eastern Oregon University.
- viii. Chrissy will review scholarship information on orafs.org and update information as necessary. Chrissy will send updates to Troy for posting.
- ix. Troy will work towards finalizing the Hatchery:Wild White Paper by the end of the Calendar year
- ~~x. The Fee Waiver Policy and Guidelines will be added to the ORAFS administrative handbook.~~
- ~~xi. Gary will follow up with the local hotels to see if there is a possibility of a reserving a room block and the potential for comp rooms.~~
- ~~xii. Cory will format all the work plans for consistency and send to Mike Meeuwig for posting to the website.~~
- xiii. Cory will pull together information pertaining to the Frank Moore Scenic Sanctuary bill and report to ExCom.

xiv. Tony will send a prototype of the lanyards to ExCom for review and order new name badge holders.

~~xv. Tony will send the AM budget to ExCom for review.~~

xvi. Gary will send a conceptual room setup to Troy and Troy will review and send to ExCom.

~~xvii. Ben will make the final call and notify Troy on Monday. Troy will contact someone from PNAMP to solicit a title for the potential workshop. Ben will contact the potential instructor for the drone workshop and request a title.~~

~~xviii. Troy will reserve the two houses in Seaside for the students.~~

xix. Mike will check on the raffle ticket inventory in storage.

c. Accounts Update

i. Business Checking

1. October	09/30/2015 – \$36,023.93
	Credits \$30.00
	Debits \$938.00
	10/31/2015 – \$35,115.93

ii. Money Market

1. October	09/30/2015 – \$100,640.83
	Monthly Interest Accrued - \$1.71
	Interest since inception - \$3.97
	10/31/2015 – \$100,642.54

d. Other Items

i. 2016 Seaside AM Lanyards – Tony has been working to finalize the lanyards for the 2016 AM.

Action Item: Tony will order finalize lanyard and name badge order by next conference call.

ii. 2015 PDX Revenue and Loan – Mike asked about the status of ORAFS' share of the revenue from the 2015 PDX meeting and our \$10,000 loan.

Action Item: Tony will check with Mary Buckman about the PDX 2015 revenue and loan.

3. Vice President – Christina Murphy

a. Raffle/Auction – Planning for the raffle/auction is going well. We have received several donations and the committee is confident that the event will be a success. The raffle/auction committee has put together a brochure for the items received to date.

Action Item: Chrissy will forward the current list of raffle/auction items to ExCom.

- i. There was a request from the raffle/auction committee for a budget increase of \$1,000 to purchase two engraved, custom fly rods at half the MSRP. There was a discussion of the request and consensus was that we should proceed with the budget as planned. We may be able to shift some money within the budgeted amount later if other big-ticket items do not pan out.
- ii. Timelier Print Inventory – Mike went through the inventory housed at ODFW headquarters. There are many prints on hand for sale and/or framing.

Action Item: Mike will forward the print inventory to Chrissy.

- b. Auctioneer Status – There has been some difficulty in obtaining an auctioneer and the committee is still working on it. They have contacted several of the previous auctioneers and even the Oregon Auctioneers Association.

4. President – Troy Brandt

- a. Secretary/Treasurer Bylaw Amendment – The bylaw amendment that splits the Secretary-Treasurer position into two separate positions has passed by an overwhelming majority. The amendment was sent to AFS governing board for approval. Troy updated the administrative handbook with the new bylaw.
- b. Administrative Handbook Update – Troy has sent the most recent version of the administrative handbook to ExCom for review.

Action Item: All ExCom members should review the Administrative Handbook by the December conference call.

- c. Funding Request for Doug Markle’s “Fishes of Oregon” – The request to fund the “Fishes of Oregon” book has resurfaced and the book is reaching completion. Doug has requested \$1,500 to help with the publication of the book. ORAFS would receive recognition in print. Ben made a motion to support the publication of “Fishes of Oregon” with \$1,500 during this fiscal year. Tony seconded the motion and added that an invoice would need to be received by April 1st. The motion to support the publication of “The Fishes of Oregon” with \$1,500 passed unanimously.

Action Item: Troy will contact Doug Markle to notify him of the support and timeline.

- d. Suction Dredge Mining Legislative Concept – The DEQ has been working on a bill that has been sent to the Oregon Mineralist Association. The concept was meant to be a compromise between the opposing parties. Troy will monitor the exchange and will forward

information to interested parties. Mike suggested reaching out to our committees and to have them engage in the discussion as appropriate.

- e. Annual Meeting Budget – The annual meeting budget was sent out by Tony for final review and approval. This should be finalized soon. Ben would like a few more days to review and submit comment. The budget will be approved by evote by Friday 11/20.
 - f. Fundraising Update – Troy updated ExCom on the status of sponsorships.
5. Past President – Mike Gauvin
- a. ExCom Recruitment – Mike has been actively recruiting for the open ExCom positions. There are currently two candidates for President and one for Secretary. Candidate statements for incumbents and new recruits are due by December 11th.
 - b. Raffle/Auction Supply Inventory – There are plenty of raffle tickets in the inventory at headquarters.
 - c. Vendor Update – Mike has drafted a letter to potential vendors and will be sending out soon.
6. External Director – Cory Sipher
- a. Committee Updates
 - i. Annual Meeting Sessions – Cory has been soliciting session moderators from our external committees for the Annual Meeting.
 - 1. Native Fish Session – Cory has been working with Jim Capurso on a Native Fish Session.
 - 2. Marine Estuary Session – Matt Rualdt has arranged potentially 4 to 6 talks. Cory has asked Matt to convene a session with a Marine and/or Estuary theme.
 - 3. Freshwater Habitat – Bill Wall is working to recruit speakers. There have been a few questions about fee waivers for speakers. Cory will refer Bill to the fee waiver policy.
 - b. Awards Update – Cory will work on updating the Chapter website with the most recent reward recipients.
7. President Elect – Ben Clemens
- a. Annual Meeting Outreach – Ben has contacted higher education institutions in Oregon, Washington and California. Ben has also reached out to the NOAA office in Hammond and other entities in the lower Columbia River region.

- b. Schedule – The second call for abstracts is set to go out by Friday, November 20th, an abstract submission reminder will be sent out on December 7th, and the abstract submission deadline is December 11th.
- c. Sessions and Moderators
 - i. Moderators – The recruitment of moderators has taken on a life of its own; Ben has potentially 7 moderators already. Mike advised that the moderators/conveners should be used to fill in the sessions with talks. Contributed talks will constitute about a third of the talks. Generally, you will want to break the contributed sessions into half days as you wouldn't want someone to have to moderate a full eight-hour day of contributed talks.
 - ii. Sessions – Several sessions have been locked in so far.
- d. Elementary Student Artwork – Ben has been in contact with an elementary school teacher about having students make Pacific Northwest Coastal art (wooden fish cut-outs and fish painting/drawings) to display/auction at the conference. Supplies for this endeavor would cost about \$80. Ben requested \$80 for student art making supplies. Tony made a motion to approve this request, Mike seconded the motion and all voted in approval.
Action Item: 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.
- e. Spawning Run T-Shirt Design – Ben asked for advice/suggestions on the spawning run t-shirt design. Ben was leaning towards a simple design. Mike and Tony suggested using the Eugene shirts as an example.
Action Item: Tony will send Ben an example of the Eugene spawning run shirts.
- f. Swag – Ben will pursue pint glasses as a swag item for meeting attendees. River Design Group has pledged to sponsor the purchase with inclusion on their logo on the back. Ben will reach out to local business to have the glasses made.
- g. Workshops
 - i. The Monitoring Methods workshop has been cancelled. Troy suggested a culvert design workshop as a replacement to be instructed by his company. Troy will check into this possibility.
Action Item: 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.

- ii. Instructor Fee Waiver – Ben has been asked if the instructors for the workshops will receive free registration. Discussion: Only the lead presenter for the workshop will receive a complimentary registration all other presenters do not have to register just to teach the workshop but will have to register to attend the rest of the meeting at their own cost. A fee waiver policy was put in place for these types of inquiries and those looking for answers should be directed to the policy on the website.

- h. Planning Meetings – Several ExCom members advised that we should start having more frequent conference calls, as we get closer to the meeting.

Action Items: Ben will schedule two planning meetings for December in addition to the monthly conference calls and increase the frequency thereafter.

8. Internal Director – Gary Vonderohe

- a. Annual Meeting Lodging Update – The Beachside Inn is offering a 10% discount for meeting attendees. Gary has contacted the Comfort Inn about a room block.

- b. Annual Meeting Handbook Update – Gary has sent out an updated Annual Meeting Handbook for review.

Action Item: All ExCom should review the handbook by next conference call and get back to Gary.

- c. 2017 Annual Meeting – The Riverhouse Hotel asked if we would like to set up master account for the 2017 annual meeting; Tony affirmed that this would be appropriate. A \$1,500 deposit for the 2017 meeting needs to be sent to the Riverhouse.

Action Item: Tony will send the deposit for the 2017 Annual Meeting to the Riverhouse.

1705 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, December 10th, at 1500 hours.

1710 Meeting Adjourned By Motion and Vote