

DATE: October 10th, 2015

TO: ORAFS Executive Committee

FROM: Tony Siniscal, Secretary/Treasurer



SUBJECT: Minutes from ORAFS Executive Committee Meeting, October 8th, 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.

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. Mike asked that the Annual Meeting Survey Results be added to the agenda.

1502 ExCom Updates

1. External Director – Cory Sipher
 - a. External Committee Work Plans – Cory thanked everyone that provided feedback on the work plans. Cory incorporated the edits/comments and sent the work plans back to the respective committee chairs and to ExCom for final approval. Tony made a motion to approve the External Committee work plans as submitted by Cory. Mike seconded the motion. There was no discussion. All ExCom members voted to approve the External Committee work plans.

Action Item: Cory will format all the work plans for consistency and send to Mike Meeuwig for posting to the website.
 - b. Legislative Committee Request – The legislative committee briefed Cory on a bill pertaining to the proposed Frank Moore Scenic Sanctuary on Steamboat Creek. The committee asked ExCom to encourage the membership to send letters to their local legislators. Cory asked if this is something that we are interested in doing. ExCom asked for more information on the bill, the area in-question, and the view of the scientific community.

Action Item: Cory will pull together information pertaining to the Frank Moore Scenic Sanctuary bill and report to ExCom.

- c. Marine Habitat and Ecology Committee – The Marine Habitat Committee is interested in convening a session at the 2016 AM in Seaside. The topic of the session would be estuary and coastal development and restoration.
2. Secretary-Treasurer
 - a. Meeting Minutes
 - i. Fall Retreat Minutes are forthcoming.
 - 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. ExCom will work to include meeting metrics (fees, revenue, attendee numbers) in future meeting programs in order to provide a chapter record.
 - 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. The 2014 financial statement should be included in the program at the 2016 annual meeting.
 - 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.
 - xi. The Fee Waiver Policy and Guidelines will be added to the ORAFS administrative handbook by Troy.

- xii. ~~Chrissy will draft the language for the Secretary/Treasurer position bylaw change and submit to ExCom for Review. The bylaw change will need to be sent to the membership by mid-October for a vote.~~
- xiii. ~~Chrissy and Ben will check with OSU staff to see if they will be willing to cover the volunteer undergraduate student room as in the past.~~
- xiv. ~~ExCom will determine exactly how many student volunteers we will need to cover the workload for the meeting.~~
- xv. 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.
- xvi. Tony will look into lanyard prices.
- xvii. ~~Mike will check the ORAFS supplies to see how many name badge holders we have.~~
- xviii. ~~Workshops will be decided on before registration opens on October 13th.~~
- xix. ~~Gary will make the final selection on the food items for the lunch and banquet and notify ExCom.~~

c. Accounts Update

i. Business Checking-

1. September – B of A	08/30/2015 – \$41,960.72
	Credits \$974.50
	Debits \$6,911.29
	09/30/2015 – \$36,023.93

ii. Money Market-

1. September – B of A	08/30/2015 – \$100,639.18
	Monthly Interest Accrued - \$1.65
	Interest since inception - \$2.26
	09/30/2015 – \$100,640.83

d. Seaside 2016

- i. Registration – The registration website is ready, pending the selection of workshops. Tony has received a few requests for additions to the questionnaire and will incorporate them.
- ii. Lanyards and Name badges – Tony has been looking into the cost of purchasing our own Chapter lanyards. The cost would be around \$2 a piece. We are considering going with a “double bulldog clip” to ameliorate the backwards name badge problem.

We would also need to purchase new name badge holders to accommodate the different style of clip.

Action Item: Tony will send a prototype of the lanyards to ExCom for review and order new namebadge holders.

3. President – Troy Brandt

- a. Fall Piscatorial Press – Troy thanked everyone for their contributions/edits/comments for the Piscatorial Press. We will stick with the distribution deadline of October 13th. There was a request to rearrange the content to feature the Seaside AM first. Allison is working to incorporate this suggestion.
- b. Annual meeting budget – Tony put together an annual meeting budget and has submitted to Troy for review. Tony will send the budget to ExCom for final review. Mike stressed that the annual meeting budget should generally be submitted with the incoming presidents operating budget. This was a unique year because of the AFS PDX meeting.
Action Item: Tony will send the AM budget to ExCom for review.
- c. Annual Meeting Planning – Troy depicted a layout plan for the Pacific Room for the AM including where the vendors, posters, raffle/auction, and banquet tables should be located. The numbers of vendors we receive will dictate the final layout of the room. The posters could be moved mid-conference, if necessary.
Action Item: Gary will send a conceptual room setup to Troy and Troy will review and send to ExCom.
- d. Investment Planning/Financial Sustainability – Troy has recently been recruited to serve on the AFS investment committee. This new role will put him on both the WDAFS and AFS investment committee. This puts the Chapter in a good position to make wise investments with its money.
- e. Poll Results – Troy went over the results of the online AM meeting poll. The results of the poll will be taken into account for planning the 2016 AM.

4. President Elect – Ben Clemens

- a. Status of Program prep for annual meeting
 - i. Expected Attendance/Participation/Session Organization – This is a big unknown for this AM as this is a new location/venue and it is shortly after a national meeting. Ben decided to remove the “key word” section of the abstract submission form so as not to pigeonhole submissions. There was a discussion on the Pecha Kucha session and where it should fit in the program. Ben is reluctant to remove the speed presentations, given that

we have been plugging them in the Piscatorial Press and elsewhere. Ben and Chrissy have discussed approaching graduate students who have performed speed presentations before, if necessary, to get sufficient numbers.

1. Discussion: We have been advertising the format in the Piscatorial Press and other announcements so consensus is that we should still work towards it and cancel it later if we cannot get enough presenters. Suggestions for timing of the session include: directly after the plenary session, or having speed presentations relevant to the contributed sessions at the ends of each session.
- ii. Band Selection – The Green Neck Devils are not available and the Deb Cleveland Band wants \$1,500 and Seaside is not in their rotation. Ben is considering other options.
- iii. Plenary Speaker Update – Ben acknowledged that one of the plenary speakers has also been recruited as a vendor. Ben cautioned that we should be sensitive to this and not request too much of this person.
- iv. Planning Committee Chairs – Ben has confirmed a few more committee chairs including Jeremy Romer for the Raffle/Auction Committee and Shannon Richardson for the Spawning Run Committee.
- v. Workshops – Ben would like to proceed with three workshops. The top three workshops from the poll are below as is another workshop that was brought up after the poll went out to the membership.
 1. Workshop Options:
 - a. Aerial drone technologies and structure from motion applications in natural resources.
 - b. Storytelling and science: How to use media to share your fisheries explorations.
 - c. Professional communication with the media
 - d. Pacific Northwest Aquatic Monitoring Partnership (PNAMP) – monitoring methods and data analysis.
 2. Discussion: There was a suggestion to combine the Storytelling and Communication workshops to make room for the PNAMP workshop. The PNAMP workshop could generate a good amount of interest as several agencies are being asked to use their resources.

Action Item: 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.

vi. Student Involvement

1. Status of meeting with the OSU department head – Ben gave a quick recap of his meeting with Selina Heppell about OSU support of students at the AM. The Department of Fisheries and Wildlife has agreed to pay for one house in Seaside for student volunteers; ORAFS will pay for a second house. ORAFS will front the bill for the houses and submit an invoice to Selina.

Action Item: Troy will reserve the two houses in Seaside for the students.

- vii. Auctioneer Recruitment – We are still in search of an auctioneer. The raffle auction committee does not have the contact information for the auctioneer from that meeting.

5. Vice President – Christina Murphy

- a. Student Subunit Update – Chrissy met with the student subunit recently and the meeting went well. The subunit is holding elections now and will announce the results in a week. As a result, we should have a student subunit representative soon. Ben stressed that the representative needs to commit to attending all of the ExCom conference calls regardless of the school year.

- b. Raffle/Auction – Chrissy asked how many raffle tickets we have in storage.

Action Item: Mike will check on the raffle ticket inventory in storage.

- c. Volunteers – Chrissy indicated that we do not need anymore volunteers for program chair committees but the committees need to be filled in. Chrissy asked if it is too early to solicit session conveners. Mike advised that getting the conveners in early can be advantageous as they can help solicit talks and put together a whole session.

6. Past President – Mike Gauvin

- a. ExCom recruitment – Mike is actively recruiting for ExCom candidates and is hoping to have two candidates for each position. Mike has successfully recruited two candidates for President Elect.
- b. ORAFS Website Redesign – Mike mentioned that AFS has offered free web hosting to Chapters and the Chapter should consider this as an

option to save us money and website workload. Troy will contact folks at AFS to get full details.

7. Internal Director – Gary Vonderohe
 - a. Seaside AM Catering Update – Gary has finalized the menu for the Awards Lunch and Banquet dinner. Gary is still determining how much food and coffee to order for breaks.
 - b. ExCom Lodging – Gary will book 1 suite for ExCom to gather/meet/escape; there may be a room or two associated with the suite for someone from ExCom. The rest of ExCom is responsible for reserving their own rooms.
 - c. 2017 AM Venue – Gary has been working with the venue to get the tapping fee down to a reasonable price. He was able to negotiate \$100/keg. A deposit will need to be sent by November to secure our reservation.

1650 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, November 12th, at 1500 hours.

1655 Meeting Adjourned By Motion and Vote