



Oregon Chapter
of the
American Fisheries Society
OR Chapter AFS: PO Box 8062 Portland, OR 97207-8062

TO: ORAFS Executive Committee
FROM: Josie Thompson, Secretary
SUBJECT: Minutes from ORAFS Executive Committee Teleconference, Thursday, August 10, 2017: 1500-1700

In attendance: Ben Clemens – Past President, Shivonne Nesbit - President, Kris Homel - President-Elect, Shannon Richardson - Vice President, Katie Pierson – Treasurer (briefly), Josie Thompson – Secretary, Kevin Stertz – Internal Director, Dan Bingham – External Director (briefly), Brooke Schlipf- OSU Student Subunit Representative

15:03 Call to Order/Welcome Additional Agenda Items/Establish a Quorum

Treasurer – Katie Pierson

- Accounts Update
 - Business Checking
 - 07/01/2017 \$93,755.71
 - Credits* \$8,442.01
 - Transfers \$0
 - Debits** -\$44,755.00[#]
 - Checks** -\$2,000.00
 - 07/31/2017 \$55,442.72
- [#]Bank of America view the \$44,755.00 as a debit but it was actually a transfer to the ORAFS Charles Schwab Account

*Credits are Annual Meeting income from 123Signup, and two donations for the Jerry Bouck Memorial Scholarship (total of \$6,000).

** Checks and debits are for the Soul River sponsorship and reservation fee for the 2019 meeting in Bend at the Riverhouse Conference Center.

- Investments
 - WDAFS Endowment Fund – Oregon Chapter fund
 - Balance 05/31/2017 \$19,087.91
 - 5-Month Gain/Loss +\$1,079.09 (+5.7%)
 - Charles Schwab ORAFS Investment Account
 - Balance 07/12/2017 \$328,641.88
 - Transfers \$0
 - Lifetime Gain/loss +19,639.39 (8.75%)
 - Equities/ETFs/Bonds \$244,035.26
 - Cash & Cash Invested \$84,606.62

- Transfers
 - As of 7/13/2017 transferred \$44,755.00 from the Bank of America Checking Account into the Investment Account, leaving exactly \$49,000 (one operational budget \$45,000 + \$4,000 for Hutton Scholarship) in the checking account.
- Jerry Bouck Memorial Scholarship Update
 - Katie, Shivonne and Tony are currently working with Jerry's family to figure out how much funding they think they will raise, and then decisions can be made about the scholarship and how much will be awarded annually.
 - With so many founding members retiring and aging, the Chapter expects there will be more of these scholarships offered into the future, for which it would be useful to have a standard fundraising and decision-making process. It is possible that a committee could be formed to handle future scholarship offers for the Chapter.
- 2016 Taxes
 - Tax forms are currently with the CPA and should be filed shortly.
- Request for Funds from National AFS
 - We received two requests: 1) To support the National Meeting in Tampa Bay, August 2018; and 2) To support student travel to the annual meeting in Tampa Bay, via the Equal Opportunity Section)
 - Ben recognized that we have and are receiving a lot of donation requests.
 - In our original budget line item, we approved \$1,500 to spend on non-AFS donations, and an additional \$1,000 for discretionary sponsorship.
 - We have spent \$500 so far; \$2,000 remains.
 - Ben was supportive of the Equal Opportunity Section, and noted that the Chapter hasn't donated to the National meeting in the past, and it should be considered.
 - Some ExCom members expressed a desire to fund efforts that are in greater need of support.
 - Most members agreed that the Chapter has supported the Society at the National level in many ways in the past, such as hosting the 2015 meeting.
 - The ExCom did not vote to fund the annual meeting request.
 - Ben reminded ExCom that we are still thinking about providing support for the Cutthroat Symposium, but are waiting to hear more details before making a specific commitment.
 - Shivonne announced two requests that we can expect to see in the near future. One will be to help subsidize publishing costs for a cutthroat trout book that has been compiled by the Western Division Native Fish Committee.
 - We will also be asked to support the RAFWE (Research Advances in Fisheries, Wildlife and Ecology) Meeting at Oregon State University. This is a regular, annual request.
 - Shannon asked us to think about how we want to handle funding requests more consistently in the future, especially if we are likely to get more each year. It may be

possible to establish a number of request deadlines / funding cycles per year along with a regular review and decision-making process.

- Equal Opportunities Section Sponsorship Request
 - Ben made a motion to fund the Equal Opportunity Section at \$500; Kris seconded. There was no discussion and the motion passed unanimously.

DAN AND KATIE BOTH HAD TO LEAVE THE CALL

Vice President – Shannon Richardson

- Mount Hood Community College (MHCC) Student Subunit Discussion
 - At the Annual Meeting Todd Hanna (MHCC Faculty) and Anthony Pedro (MHCC student) approached Ryan Couture (External Chair of the Fish Culture Committee) about starting a new student subunit. A conference call meeting is scheduled to discuss the process. Attendees will include some students, Shivonne, Katie, MHCC instructors, Ryan, and Todd. Todd has volunteered to serve as the academic advisor.
 - Brooke Schlipf was invited to attend the meeting, and it will be added to the new Google Meeting calendar.
- Student Email Distribution Lists
 - Shannon notified her student and university contacts (prior to creation of the listserv) about the WDAFS Student Representative Opportunity, and the survey for WDAFS students and young professionals.
 - Webmaster Lora Tennant replied to Shannon's request and said she can easily create and support the new student interest list serve (available to all interested students whether or not they are Chapter members). Shannon will inform (Fisheries Department) faculty member contacts, and other university contacts, about the new listserv.
 - As an important side note, Shivonne said that ExCom has the ability to create one more AFS list serve at this time, if we can think of a group or a purpose for which it could be used.
- ORAFS Engaging in Oregon Forest Practices Act Revision Process
 - This request came from ORAFS member Bob Danehy, who thought there might be an avenue through which we could get involved, especially the sections related to riparian buffers and pesticide regulations.
 - Shannon has not gotten a hold of Bob yet. She will ask Dan if he has had a chance to talk to Bill Wall about any involvement that we may have had in a past revision process.
 - Ben mentioned that if an opportunity to comment on the next revision process arises, there might be a helpful nexus between the Pesticides White Paper that he and Ian Tattam are working on and the sections related to pesticide regulation.
- Career Counseling Discussion
 - Shannon discussed her current progress on working toward building a mentor program that might be similar to the Ecological Society of America's mentor program:
<http://esa.org/seeds/annual-meeting/esa-annual-meeting-seeds-mentor-sign-up/>

- The current ORAFS mentor program is a spreadsheet list of volunteer mentors, their interests, and contact information. It is hosted by Steve Kucas. Interested students can contact Steve and he sends them the spreadsheet.
- It would be helpful to build something that could provide a more immediate link and cut down on response times, as this is a key to user satisfaction and to its success.
- Matt Falcu of ODFW has offered to create a mentor-matching tool. It would be web-based, and include mentor profiles (with no specific contact information included, just a link to contact).
- Creating a system like this would also allow it to live with the organization, and not just one or two members for as long as they are able to remain active in the Chapter.
- ACTION ITEM - Shannon and Matt will discuss his ideas for the website in more detail soon, such as the look and flow, and how it will be created/maintained/funded.
- The Diversity Committee could be involved with this project, as it coincides or works along the lines of many of their objectives.
- Another way in which ESA uses their web-based mentor matching tool is for their meetings; willing participants are matched with a suitable mentor/student, and the mentor can then help the student get more out of their meeting experience by making introductions to people with similar areas of interest / research, and in other ways (guidance on which talks and social events to consider, etc.).

Student Representative – Brooke Schlipf

- Proposed Bylaw Changes (see Brooke’s email attachment from August 1st)
 - Brooke explained the reason behind the proposed changes, which is to be more clear in the bylaws about the relationship between the Subunit and the Chapter, and also among the AFS Subunit, the The Wildlife Society (TWS) Subunit and the Coastal Subunit). They want their Fisheries Subunit bylaws to reflect the fact that they are the only section directly involved with ORAFS.
 - Shivonne already provided edits and questions.
 - Shivonne reminded the group of the process for bylaw amendments: 1) ExCom makes and approves edits; 2) Sends to John Boreman, AFS constitutional consultant for an informal review; 3) ExCom incorporates John’s edits and input; 4) ORAFS members vote in an on-line poll; 4) John Boreman sends amended ORAFS bylaws to the AFS management committee for review and approval, which usually happens once or twice per year.
 - Ben suggested that ExCom takes a closer look at these during the fall retreat, which should allow enough time for informal review prior to the Annual Meeting.
- Subunit Update
 - Brooke announced that the Subunit now has a final activities plan for the fall term.
 - The Subunit had a meeting with Shannon about their annual work plan, and Shannon plans to attend their September meeting.
 - The next Subunit meeting will be on August 19th during which the latest bylaw changes will be discussed.
- Online Students
 - Shivonne asked if any Subunit members or meeting attendees are online students.

- Brooke said that, yes, and that they provide the option to attend via video conference for all of their meetings.

President – Shivonne Nesbit

- ExCom Communications, “Asana” project management, Fisheries Magazine Advocacy issue
 - All were satisfied with communication efforts over the last month, and there was some discussion about deadlines for the minutes draft approval process.
 - Josie took a quick look at the Asana project management app/software and found that it has a lot of great task management and project organization capabilities. Kris is thinking of using it for AM organization and planning tasks.
 - ACTION ITEM – Shivonne will look at the Asana program website and introduction.
 - Shivonne shared a link to the Fisheries magazine’s advocacy issue: <https://fisheries.org/2017/07/fisheries-magazine-july-2017/as-a-follow-up-to-recent-discussions-on-signing-letters-of-support>.
 - ACTION ITEM – All should visit this link to read about contrasting viewpoints on how involved AFS should or should not be in advocating for or against policy decisions.
- WDAFS Call Updates
 - No updates – no call today.
- Communications team
 - Shivonne would like to establish an *ad hoc* Communications Team (External Committee) and several are interested. The plan is to try it out for a year as an *ad hoc* Communication Committee and then decide on whether to formalize it.
 - Jim Leo (undergraduate student and military veteran) has expressed an interest in helping the Chapter improve communication efforts, and has volunteered to chair the team.
 - Shivonne sent Jim an email with a sample communications plan, and email contacts for all of those interested in participating.
 - Demian Ebert (Chair of the Social Media Committee) will serve as a member of the team to ensure good coordination and communication between the new Communications Committee and social media.
 - ACTION ITEM - This is an External Committee, and as such, they may have the opportunity to organize a session for the Annual Meeting. Dan will inform them about this opportunity.
- Diversity , Equity & Inclusion Stand-alone Meeting
 - Tabled: Until Dan Bingham can rejoin meeting, or until the next meeting.
- Request from Oregon Hatchery Research Center (OHRC) and Email Vote – July 17th
 - We received a request from the OHRC to review Steve Jacobs’ qualifications and provide support (or not) for the continuation of his appointment to the OHRC Board as a representative of independent science.
 - Ben made a motion via email on July 17th, 2017 for ExCom to approve the continuation of his appointment.
 - Shivonne seconded.
 - There was no discussion and the motion passed unanimously.

Internal Director – Kevin Stertz

- 2019 Annual Meeting Contract Review
 - Asked if the Annual Meeting planning handbook should be updated to include some details on how the contracts should be reviewed prior to signing.
 - Ben supported this idea and said that the whole handbook can always be reviewed and updated. In the past, the Internal Director was the position that led this effort.
- Imbibements Committee Chair Vacancy
 - Currently looking for a Volunteer to Chair this Annual Meeting Committee. The 2017 Chair is too busy to commit to it this year.
- Internal Committee Chairs Continuing To Serve.
 - Colleen Fagan will continue as the Awards Committee Chair.
 - Jason Seals will continue as the Chapter Historian, and hopes to do more such as including some history articles in the Piscatorial Press.

President-Elect – Kris Homel

- Google Calendar – ORAFS Meetings
 - Josie, Brooke and Kevin still haven't received the invitation to join this new calendar that Kris created for all ORAFS meetings: ExCom, Committee, Subcommittee, Workgroup and Annual Meeting Committee, & Subunit meetings.
 - ACTION ITEM - Josie, Brooke and Kevin will send Kris their G-mail email.
 - ACTION ITEM - Kris will do some troubleshooting and look into the email summary.
- First Annual Meeting Planning Team Conference Call
 - ACTION ITEM - Kris will send out a Doodle poll to pick a date.
 - ACTION ITEM – Kris will send out her new Meeting planning spreadsheet prior to this date.

Secretary – Josie Thompson

- No updates.

External Director – Dan Bingham

- Dan was not able to rejoin the call so his agenda items were tabled.
- Legislative Liaison Invoice and Contract Renewal Details (TABLED)
- Oregon “State of the Coast” Discussion (TABLED)
 - We probably cannot host a session at the fall 2017 conference, but we wish to represent the Chapter there in some form, if possible.
 - Discussion on whether to host a booth and/or present a poster at the 2017 meeting.
 - And shift focus to hosting a session at the 2018 Oregon “State of the Coast” meeting.

Call for Adjournment 17:00

Next conference call: **September 14, 2017**

