



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, July 13, 2017:
1500-1700

In attendance: Shivonne Nesbit - President, Kris Homel - President-Elect, Shannon Richardson - Vice President, Dan Bingham – External Director, Katie Pierson - Treasurer, Josie Thompson – Secretary, Brooke Schlipf- OSU Student Subunit Representative

15:04 Call to Order/Welcome Additional Agenda Items

President – Shivonne Nesbit

- ExCom Communications, Email Traffic, Updates, Webmaster
 - In their first few months, the current ExCom members are doing a great job of communicating, especially in striking a balance between transparency and including the appropriate recipients in email threads. All should expect an inevitable increase in the amount of AFS-related emails as we get closer to the meeting.
 - Lora Tennant, ORAFS Chapter Webmaster, is very busy at this time of year. She has updated contact information for our new OSU Student Subunit Representative on the website. As webpage update requests related to the Annual Meeting increase in the coming month, it would be best to filter those through Kris.

- Western Division AFS (WDAFS or WD) Call Updates
 - If Shivonne cannot represent the Chapter on the monthly WD conference calls, she will ask one of us to call in.
 - A good portion of the conference call was focused on the next WD meetings, and contract discussions.
 - ORAFS was recognized for winning the National Outstanding large chapter award.
 - Shivonne reminded ExCom, especially Brooke, that there is a best student chapter award and the application period is now open.
 - Shivonne noted that the WD Secretary sends out meeting minutes from the previous conference call the night before each conference call, and they do not go through a revision process. They then vote to approve these minutes during the call the following day. Shivonne offered to send minutes from the WD monthly meetings to any ExCom officers upon request.
 - Western Division received ~ \$13,000 less in membership rebate dues than expected. Similarly, our Chapter received less rebate dues than expected.
 - New WD officer election results are final and can be found online.

- AFS National just updated their Rules and Procedures Manual. Shivonne reviewed the new version and noticed that the state chapters are supposed to send the Business Meeting minutes (from the Annual Meeting) to both WD and National AFS, but the preferred method for submission is not yet known.
- The ExCom for WD includes a Student Representative position, and the student who currently holds the position may run again for the next year. There has been some discussion about extending the position term from one to two years. But for now, we should notify our Oregon students about the opportunity and encourage them to run against the incumbent in the next election.
- One of our annual requirements as a Chapter is to report our activities to the AFS Governing Board. The Past President of WD, Jim Bowker, led the developed an online reporting tool to make this task easier. The tool would help National AFS and the Chapters quantify and summarize all of the work they do. The application/tool will be made available soon, and there will be an announcement.
- Tracking Tasks (Jack Williams letter of support) of ExCom Officers
 - Not only is this useful for writing the annual report on activities, but also for tracking our work in relation to the goals of the Work Plan.
 - Shivonne is open to suggestions but is thinking about entering the information into some kind of Google sheet so that an easy side-by-side comparison with the Work Plan can be made.
 - Last year, ExCom pulled the Action Items out of the Minutes and used that to establish a list of work completed.
 - Kris suggested looking at a project management program called Asana, which is also capable of sending out task reminders and assigning work, and you can view it by the completion / current status of each task.
 - **ACTION ITEM: Josie and Shivonne will test drive the Asana program.**
- Communications team
 - Shivonne asked if any ExCom Officers had experience developing a communications strategy, or being a part of a communications team, but no one did specifically.
 - If we were to create such a team, the goal would be to establish consistency in how we communicate with our members internally or externally via social media, and in doing so we could also avoid any perceived overuse of the list serve.
 - The Washington DC Chapter is pretty consistent in sending out email updates, which could be another goal. The email updates could include job and scholarship announcements.
 - Shivonne will be putting together an ad-hoc communications team, and looking at how other chapters communicate to their members.
 - Tony Siniscal, Kris, Dan, Katie, Ben and Demian Ebert all expressed interest in being a part of the team and/or the development of a new and evolving communications strategy.

Internal Director – Kevin Stertz (Presented by Shivonne)

- 2019 Riverhouse Contract
 - Kevin did sign a contract with Riverhouse and will place a copy of the agreement on the Google Drive in the 2019 Annual Meeting folder.
 - **ACTION ITEM: ALL – Review Contract on Google Drive.**

- ACTION ITEM: To secure Riverhouse Katie needs to send \$1,500 by August 4th 2017 for the reservation, and check to see if this seems like a standard required deposit amount.
- Internal Committees Update
 - Scott Heppell communicated that he would like to remain on the Scholarships Committee. Kevin has not heard from other Committee Chairs (Historian – Jason Seals, Awards – Colleen Fagan) about making a commitment for another year.
 - ACTION ITEM: Shivonne will reach out to these individuals.
- ExCom Fall Retreat, September 22nd – 24th
 - Katie made payment for the 2017 Fall Retreat venue.
 - Kevin will place the reservation confirmation in the 2017 Retreat folder on the Google Drive.

External Director – Dan Bingham

- Update on External Committee (Marine Habitat & Ecology – State of the Coast discussion)
 - Dan had a conference call with the Committee Chairs (Michael Hart and Ashley Knight) about establishing a strong AFS presence at this fall’s Oregon “State of the Coast” conference.
 - They developed four action items, all of which are related to finding common ground between the freshwater and marine fishery worlds; such as, putting together a session on catch-and-release fisheries (with an hour-long breakout session to follow), and hosting a diverse set of speakers (representing science, policy, management, etc.)
 - One of the Marine & Habitat Committee members, Scott Heppell, is on the “State of the Coast” conference Planning Committee, and has agreed to help solicit speakers.
 - Katie mentioned that we also hope to host an AFS booth at the conference.
 - ACTION ITEM: Dan will reach out to Michael and Ashley next week to see how this week’s Planning Committee meeting went.
- Date Campout July 21-23 – Cancelled.
 - Only two ORAFS Committee Chairs had committed to attending the campout, so Dan has cancelled the event.
 - Dan hopes to schedule a social with all of the committee chairs at the 2018 Annual Meeting (AM), such as the Tuesday afternoon before the AM begins.
- Legislative Liaison Contract
 - Dan had a discussion with Troy Brandt (Legislative Committee Co-Chair) about options for extending Erik Kancler’s contract for the next Oregon legislative session.
 - Shivonne pointed out that Erik is still on contract with us through August
 - ACTION ITEM: Dan and Shivonne will read the contract and check on the monthly requirements to see what Erik might be able to do for us during this last month.
 - ACTION ITEM: Shivonne, Dan, Troy and Haley will meet to discuss the contract extension options, and will get back to Erik with our decision soon (after reporting back to ExCom and receiving ExCom approval).

- Committee Chair Contact Information
 - Dan has added an updated list of names and contacts for all Committee Chairs to the Google Drive.

Vice President – Shannon Richardson

- Connecting with Student and Young Professional Chapter Members
 - Shannon wanted to know if we have a contact list for student and young professional ORAFS members, and Josie and Katie confirmed that we do.
 - ACTION ITEM: Josie will send Shannon a list of names and email addresses for current members classified as Young Professionals or Students.
 - Shannon asked how we might be able to put together an email contact list for students and young professionals who may not be official, current members, but still want access to the same email or list serve updates.
 - Shannon currently has a contact list for colleges and universities, including PNW mentors / fishery professors, for these type of updates.
 - If Shannon could compile all of these lists, she could create a larger list serve for updates / notifications about topics and opportunities that may be of interest to fisheries students.
 - Brooke said that she could advertise this new, proposed list serve to OSU students and collect email address for it.
 - ACTION ITEM: In the meantime, Shannon will send an email out to her college / university faculty contact list and the ORAFS student and young professionals list about the WDAFS Student Representative Opportunity, the WDAFS student and young professionals survey and other opportunities.
 - ACTION ITEM: Shivonne will check in with Lora Tennant about whether she has time to put together and manage a student and young professionals listserv which anyone can join (being an Oregon AFS member not a requirement.)
- WDAFS Student Representative
 - Shannon will send out a notice about this opportunity, as stated above. Deadline is July 18th. Josie confirmed that she will send the list of member emails today.
- WDAFS Survey
 - This is a survey for WD students and young professionals. There is no stated deadline, but Shannon will send an update along with above.
- Request from WD to update Student Subunit Contact Info
 - Shivonne has already done so.
- Career Counseling Update
 - There was a blurb about this opportunity in the Summer Piscatorial Press, and Shannon would like to put an update on our website and FB page as well.
 - Shivonne can help get this posted on the website.
- Building an ESA-style mentor program <http://esa.org/seeds/annual-meeting/esa-annual-meeting-seeds-mentor-sign-up/>

- Shannon encourages ExCom to look at how the ESA mentor program is organized, etc.. She believe this link might provide some good ideas for helping students maximize their experience at the Annual Meeting.
- **ACTION ITEM: ALL – Check out this website and program.**
- Auctioneer for 2018 Annual Meeting
 - Shannon is looking for names of auctioneers that current and past ExCom members and meeting organizers have enjoyed working with in the past, especially in the Eugene area. **ACTION ITEM: Shannon will contact former Vice President Chrissy Murphy , and find out who they hired for the 2016 meeting. Jeremy Romer may also have some contacts..**
- Oregon Forest Practices Act
 - ORAFS member Bob Danehy has reached out to us in the past about ORAFS engaging in the Oregon Forest Practices Act revisions, specifically riparian buffers and pesticide regulations. He requested that we add this discussion to the agenda for the 2017 Business Meeting, but it wasn't possible.
 - Josie mentioned that the last revision process was very recently completed and new rules have just been approved reflecting the changes. Revision processes have only occurred about once per decade in the past.
 - **ACTION ITEM: Provide Dan with the appropriate contact for Bill Wall to see if ORAFS has engaged in a Forest Practices Act revision process in the past.**
 - Shivonne suggested asking Erik Kancler if there is a way for us to engage in the process at this time or in the near future. Someone with legislator and legislative staff contacts, etc. might be better suited to helping us find a role in the development of new forestry rules and practices.
 - Kris suggested asking Bob if he would like to put together a session at the next Annual Meeting, and have the Freshwater Committee Meeting follow at the end.

Student Representative – Brooke Schlipf

- State of the Coast Conference – October 28, 2017 (Florence)
 - OSU students would like to help run the AFS booth at the conference.
- WDAFS Student Representative Position
 - Brooke and the Student Subunit are going to advertise this opportunity to students, and will work with Shannon on this effort.
- ORAFS Handbook Bylaws Amendment Request
 - The Student Subunit requests removing the inclusion of the Oregon Wildlife Society Chapter in a section of the Bylaws.
 - **ACTION ITEM – Brooke will highlight the section that they wish to amend and send it out to ExCom before the next conference call.**
 - Katie reminded the group that any change to the bylaws has to be voted on and approved by the membership.
- Work Plan Progress
 - The status of completion is mentioned along with each task in the Student Subunit's Work Plan draft and they are striving to make sure that the goals included in the Work Plan are in agreement with ORAFS Chapter goals.

- The Student Subunit Officers will review their budget proposal in October, and they will meet this Saturday to discuss the annual schedule.
- Best Western Division Student Subunit Award
 - Application deadline is April 1st, but it has to be approved by WD for nomination before the deadline.
 - The submission deadline for the WD application nomination was January 16th in 2016, so it will probably be sometime near the beginning of January this year.
- WD Meeting Student Colloquium
 - Brooke has not yet received any of the emails about the colloquium.
 - The location has been moved.

Treasurer – Katie Pierson

- Update on Bank of America
 - Katie and Shivonne decided not to add Shivonne’s name to the checking account (Current President) as the process has become too cumbersome.
 - Reimbursement forms and receipts (as well as a mailing address for the reimbursement check) should be submitted to Katie and Shivonne. Shivonne will approve the purchase and Katie will process.
 - We need to update the Secretary of State’s Business Registry with current officer names, and make sure there are not duplicate entries for the Chapter. There is a \$50 fee.
 - ACTION: Shivonne will update the Registry.

- Update on Taxes
 - The Chapter received permission for an extension to submit 2016 tax returns.

● Treasurers Report

○ Accounts Update

▪ Business Checking

Balance 06/01/2017	\$87,943.21
Credits	\$7,739.50
Transfers	\$0
Debits (ExCom Meeting)	-\$1,495.00
Checks	-\$432.00
Balance 06/31/2017	\$93,755.71

▪ 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

- Upcoming Transfers
 - As of 7/13/2017, Katie transferred \$44,755.00 from the Bank of America Account into the Investment Account, leaving one operational budget (\$45,000 +\$4,000 (Hutton) in the checking account.
 - Financial Sustainability Committee
 - Quarterly calls with the next one being 7/14/17 at 13:00, Katie and Ben will be in attendance from ExCom.
- Questionable Membership Dues and Rebate Amounts
 - \$5,179 is amount we got back for membership dues, which is not a factor of 10 (and \$10 is now the cost of an Oregon Chapter membership).
 - Our membership rebate (% of National members with Oregon addresses) usually amounts to \$1500, but it was \$614 this year.
 - Tony and Troy are on membership committee.
 - ACTION ITEM: Katie will notify Troy Brandt and Tony Siniscal about these differences in expected returns versus actual returns. (They are both on the National Membership Committee.)

Secretary – Josie Thompson

- Spring Retreat Meeting Minutes – Vote to Approve
 - Motion to approve by Katie.
 - Shivonne seconded.
 - There was no discussion.
 - Motion passed unanimously.
- April Meeting Minutes Approved Via Email Vote on June 14th, 2017
 - Katie motioned to approve.
 - Shivonne seconded.
 - There was no discussion.
 - Motion passed unanimously.
- May Meeting Minutes Approved Via Email Vote on June 16th, 2017
 - Kris motioned to approve.
 - Katie seconded.
 - There was no discussion.
 - Motion passed unanimously.

President-Elect – Kris Homel

- Keynote Speakers
 - Alan Alda, actor and recent author of a book on science communication has a high price for speaking at events.
 - Kris is looking for an EPA or NOAA scientist presenter who would be interested in talking about science in a changing meteorological/oceanic/atmospheric climate, or potentially, also about science communication in a changing political climate.
- Annual Meeting (AM) Planning & Budget Flexibility

- The incoming officers were informed that the President(s) and the Treasurer usually work together on making decisions about revising the meeting budget (if needed) or obtaining money from new sources to support extra meeting costs.
 - As a general guideline, the meeting budget should be close to finalized by the time we have the fall retreat, although there are often discussions about workshop costs, and other costs for which we have some degree of flexibility at that stage.
 - The focus of the fall retreat is to plan the annual meeting, but it is helpful if certain things are ironed out at that point: topics, sessions, logo, plenary speakers. Kris plans to have these decisions ironed out or nearly ready-to-go by then.
- Update: Meeting Logo
 - Kris has a logo idea and the draft will be out soon.
 - Proposal for New Shared Calendar
 - Kris proposed creating and sharing an Outlook or Google calendar that includes any meeting among ORAFS Officers / Committee Chairs etc. during which ORAFS Business is being discussed. For example, the Financial Sustainability and Investment Planning Committee's monthly conference call could be on this calendar, just in case someone was interested in calling in or participating that month.
 - ACTION ITEM – Kris will make a test Google calendar and send the link out to the group to test whether all are able to view it.

Call for Adjournment: 17:04

Next conference call: **August 10, 2017**