



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, June 8, 2017: 1500-1700

In attendance: Ben Clemens – Past President, Shivonne Nesbit - President, Kris Homel - President-Elect, Shannon Richardson - Vice President (lost service mid-call), Kevin Stertz – Internal Director, Dan Bingham – External Director, Katie Pierson - Treasurer, Josie Thompson – Secretary, Jacob Peterson – Outgoing OSU Student Subunit Representative, Brooke Schlipf- Incoming OSU Student Subunit Representative, Rachel Lertora- Incoming OSU Student Subunit Liaison Support

15:04 Call to Order/Welcome Additional Agenda Items

President – Shivonne Nesbit

- ExCom Communications, Email Traffic, Update ExCom Email Distribution List.
 - ACTION ITEM: Shivonne will send out an updated distribution list with new student liaison contact information.
 - Shivonne requested that we please change the subject line and start a new email thread when it is appropriate. This is especially important for meeting minute edits that happen via email.
 - It was recognized that people differ in their email communication styles and some prefer more communication than others. It is a tricky balance between keeping decisions and communications transparent to the group as a whole, while also not overwhelming everyone's email inbox.
- Webpage/Email Update with Lora Tennant & Mike Meeuwig
 - Shivonne has met with Lora and Mike to make sure they are still happy in their respective volunteer positions, and to better understand how the website is run.
 - We currently pay One World Hosting \$250 every two years to host and administer the website. Lora and Mike are happy with the service they provide. The company we use has been good about dealing with our security issues quickly. Western Division AFS recently decided to have their website hosted under the Parent AFS site, mainly for security reasons. Mike is developing a webpage form to add a layer of screening for those accessing our website. The intention is to protect email addresses posted on our website from spammers. The website did go down last week, but it was an easy fix for One World Hosting, and is fully functional now.
 - Ben mentioned his support for the work that Mike and Lora do on our website, and added that having our own in-house support provides us with more flexibility in making changes and additions to the site.
 - The idea of moving the website has been discussed in the past by ExCom. Money was spent about five or six years ago to make improvements to the

website (during Colleen Fagan's presidency), and this may be something to consider doing in the future.

- Western Division (WD) AFS Annual Meeting debrief
 - Shivonne attended as the official ORAFS Representative. Kris Homel and Dan Bingham also attended. Shivonne arrived early to attend the Western Division Officers Meeting where there was a lot of discussion about membership and how we track membership. Other Western Division Chapters are interested in the efforts that ORAFS has recently made to improve Chapter diversity and inclusion.
 - The Western Division budget was a central topic of discussion, though it didn't seem like the 2017 meeting organizers were concerned about making a profit from the meeting. They were planning on making a few thousand dollars, whereas the last Division Meeting in Oregon made \$100,000.
 - Those who attended agreed that the Western Division Meeting organizers put together a solid program with good sessions. 400 people attended, which is a bit smaller than our 2017 Annual Meeting attendance
 - Kris's poster about our upcoming 2018 Chapter Meeting was very professional and well-received.
 - On behalf of ORAFS, Shivonne was presented with the Western Division's Outstanding Chapter of the Year Award.
 - There was also a meeting where a discussion was held among Cleve Steward (Western Division President), Doug Austen (Executive Director of National AFS) and Joe Margraf (Current President of AFS) about improving and maintaining communication between the Parent Society and the Division.
 - Shivonne reminded ExCom of the value and importance in attending these meetings and representing ORAFS. The President of our Chapter has a position on the Western Division Officer Team, which means that Shivonne will be a part of WD quarterly conference calls and provide us with updates.

Past-President – Ben Clemens

- Cutthroat Trout Symposium Update
 - Kitty Griswold asked if ORAFS can provide a \$3,000 sponsorship for the Coastal Cutthroat Trout (CCT) Symposium (which will be held in 2018). This is more than ORAFS has in its budget for sponsorships. [We have \$2,500 set aside in our budget to sponsor meetings and events for the whole year.] In addition, ExCom traditionally tries to allocate sponsorships among different functions and entities versus only one sponsorship to one function or entity. ORAFS may be able to support the CCT symposium at a lower level. Ben suggested to Kitty that she also pursue Western Division AFS for a sponsorship.
 - Kitty Griswold and Ben have put together a call for members to serve on the Symposium's various Committees, which will be published in the Piscatorial Press. The commitment will last until the fall of 2018, two to three people are needed, and they should contact Ben first if interested (as agreed upon by Kitty and Ben).

- Cutthroat Trout Symposium Sponsorship
 - Since a date for the symposium has not been selected yet, though it is slated to occur in the fall of 2018, a decision doesn't have to be reached immediately.
 - There was one proposal to provide sponsorship in two installments (2017, 2018).
 - **TABLED for the July agenda including a discussion on how or whether to be more strategic in sponsorship funding decisions.**

- Pesticides/Herbicides White Paper
 - Dan Bingham has been helping Ben solicit editing assistance from external committee members. Ian Tattam has begun writing and Ben will contribute writing. Ian has solicited additional writers from his Natural Production Committee, but we have received zero responses. Kevin Masterson of DEQ and Casey Smith of USGS have agreed to review and edit.
 - Water quality specialists with the USGS and the Lower Columbia Estuary Partnership were suggested as possible editors for the paper,
 - Currently, Ben and Ian have drafted an outline and a very early first draft, and they hope to finish the paper in a year.

- Letter Request Jack Williams (*included with agenda*)- Cascade-Siskiyou National Monument
 - Jack Williams, a respected scientist and author of numerous publications, has asked if Ben and Shivonne would agree to sign onto a letter of support (on behalf of the ORAFS Chapter) for maintaining the current and newly approved /recently expanded borders for this National Monument.
 - Ben pointed out that signing onto the letter would be well within ORAFS' mission statement, "to improve the conservation and sustainability of Oregon fishery resources and their aquatic ecosystems for long-term public benefit by advancing science, education and public discourse concerning fisheries and aquatic science and by promoting the development of fisheries professionals".
 - Ben made a motion to ORAFS endorse the letter of support, Dan seconded.
 - The ExCom had a discussion about how requests like this have been handled in the past. We receive requests like this one often, and some expressed the importance of remaining consistent in our decisions to support, and in making advocacy decisions based on scientific evidence. ExCom usually provides letters of support without polling the membership, but all support decisions are posted on the website in order to maintain a record.
 - The motion passed unanimously.
 - **ACTION ITEM: Ben will let Jack Williams know that Oregon Chapter AFS can be added to the letter of support.**
 - **REMINDER: Natalie needs our section updates and other stories for the Piscatorial Press by June 15th.**

Internal Director – Kevin Stertz

- 2019 Annual Meeting: Date and Location
 - Kevin put together a spreadsheet comparing three different venues for consideration: Salem Convention Center (and the Grand Lodge), Sunriver near Bend, and the Riverhouse in Bend.
 - One of the major deciding factors is date availability. The Salem Convention Center is not available until March 29th and this could fall in the middle of spring break for some schools. Additionally, the Grand Lodge will not offer the Government Rate. Even though it is close to the I-5, the Salem venue falls to bottom of the list for these reasons.
 - It is possible the meeting has outgrown Sunriver. Even though they have made some major renovations, the banquet room is still too small for our Chapter meeting. It is possible that we could work with the space they have, but it might be awkward in some respects. Sunriver's facilities are cheaper and they have the most date availability, but they can only guarantee 150 rooms, and on top of that attendees would have to share housing.
 - In the interest of trying to get more marine fisheries professionals to attend, ExCom discussed going back to the Seaside venue, but it is clearly too small for the Chapter meeting now. Alternatively, the meeting could be held in Eugene two years in a row so that the Eugene meeting would then occur in odd-numbered years (i.e. non-Groundfish Conference years), and potentially attract more marine fisheries professionals (than the Bend venue).
 - In the interest of not waiting any longer on the decision, and potentially losing our soft hold on the Riverhouse venue, where we held a very successful meeting this year, ExCom decided to vote on sticking with the Riverhouse for 2019.
 - Ben made a motion to hold the 2019 meeting in Bend at the Riverhouse from March 4th to the 8th, Katie seconded, no discussion; motion passed unanimously.
- Eugene Hilton Site Visit: September 23rd 12:00 PM
- Fall Retreat Venue
 - Kevin would like to know what kind of approval he needs to reserve a house for the fall retreat.
 - **ACTION ITEM: Kevin to forward Katie the link to the house that he chooses and she will set up payment.**

External Director – Dan Bingham

- Update committee chairs
 - Dan is still waiting to get Work Plans from a lot of the committee chairs. He will put out a call for them soon.
 - **ACTION ITEM: Dan will call committee chairs for work plans.**
- Date Campout July 21-23
 - Dan has reserved some space in Raab Campground in the Mt. Hood National Forest for the nights of the 21st and the 22nd. There is space for up to 30 people and 8 vehicles.

- He sent an email out to the committee email lists and to ExCom but has only received confirmation from 4 or 5 people.
- ACTION ITEM: Dan will send Katie a reimbursement sheet and the receipt for the cost of the camp site reservation.
- Piscatorial Press –Updates Deadline, June 15th
 - Dan reminded the committee chairs of the upcoming deadline.
- Legislative Liaison Contract
 - The current contract ends in July, so ExCom needs to speak with the Liaison, Erik Kancler, soon to see if he is interested in renewing his contract, assuming we are not required to go through a new RFP and bidding process.
 - ACTION ITEM: Dan will contact Erik about working with us for another year and will schedule a call with Erik and Shivonne to discuss further.

Vice President – Shannon Richardson

- Meeting With Incoming OSU Student Subunit Liaisons
 - Shannon met with student liaisons to discuss the relationship between the OSU Student Subunit and ExCom. They went over their roles and responsibilities, reviewed the bylaws and timelines and discussed liaison participation in ExCom meetings, the Annual Meeting, and the retreats.
 - The liaisons will attend ExCom monthly meetings through the summer, and provide monthly updates of activities
 - The liaisons will provide material for the Piscatorial Press.
- Career Counseling Update
 - The Career Counselors Program is ready to launch for students and early-career professionals. A notification will go out in the upcoming summer issue of the Piscatorial Press. Information will go up on the website, and on the Facebook page at the same time.
 - Steve Kucas will continue to receive mail at the career counselors@orafs.org address and will send out the counselor contact list upon request. When Steve sends the list out, he will copy vicepresident@orafs.org in order to provide Shannon and the rest of us with a sense of who is engaging in the project. It may also allow us to see who we're missing and develop additional support tools.

Past and New Student Representatives – Jacob Peterson, Brooke Schlipf and Rachel Lertora

- Past OSU Student Subunit Events
 - May 16 - Timber Ridge Science Night
 - May 19 - Salmon Bake event at OSU Native American Longhouse – fun, bunch of students from diff. depts. And colleges at OSU attended.
 - May 20 - River Cleanup with Trout Unlimited on Siletz River
 - May 24 - Greenbelt Land Trust
 - May 27 - Tide Pooling outside of Newport

- June 7 - Gear Swap and BBQ at the final leadership meeting
- Upcoming Events
 - June 9 - Leadership Team (outgoing and incoming) Get-together at Buffalo Wild Wings to swap information.
 - June 10 - White Water Rafting on McKenzie
- Student Subunit Update on Communication, Involvement, and Outreach
 - The ORAFS Student Subunit 2017-2018 Action Plan has been emailed to all ExCom Officers. Any questions should be directed to Brooke and Rachel.
- Final Question/Concerns for Current Liaison
 - ExCom expressed praise for Jacob's work as the Subunit Rep and all of the activities and trips that he and the Subunit have organized in the last year.
- Official Transfer of Student Liaison Position to Brooke and Rachel
 - Rachel and Brooke will be sharing the workload of the Student Liaison, although Brooke is the official Liaison. Rachel is almost a Junior at Oregon State, and will be attending James Cook University for 6 months in Australia starting this summer. She will continue to stay in the loop on Chapter and Subunit events and news while she is away. Brooke (official liaison) is also entering her Junior year at OSU and will be around throughout the summer.
 - The rest of ExCom introduce themselves to the new liaisons.
 - ACTION ITEM: Shivonne will forward a few emails about upcoming events and calendar dates to the new representatives / liaisons.

Treasurer – Katie Pierson

- Transfer of Signers for Bank of America
 - Katie and Shivonne were not successful in adding Shivonne to the account. There is a rule which requires that the Secretary of the organization (or someone who does not have signing permissions) be present when a new officer is approved for signing / account access.
 - ACTION ITEM: Katie, Shivonne and Josie will set up a time to go together.
- Gerald Bouck Memorial Scholarship
 - Katie has been in conversation with Gerald's family to figure out how much scholarship money will be available over time, the number of times it will be awarded and the amount per award. Katie will provide ExCom with those numbers when they are decided.
- Hutton Junior Fisheries Biology Scholarship
 - Katie made contact with Dan Cassidy (deputy director of AFS) to talk to him about the Hutton Scholarship. Right now we need to provide them with a letter stating our condition that the student we fund is an Oregon student, and also providing information about our membership.
 - Selina Heppell (Department Head of the Department of Fisheries and Wildlife at Oregon State University) would like to have interested mentors/professors submit internship / work descriptions and then the Hutton student could choose the one that suited their interests best.

- ACTION ITEM: Katie will discuss mentor idea with Dan Cassidy for approval.
- Funds for the scholarship have been moved from the investment account into the checking account.
- Treasurer's report
 - Other than some new credits from the 123signup site that have come in, the numbers below reflect the current status of the accounts.
 - Accounts Update
 - Business Checking

May	05/01/2017	\$82,373.28
	Credits	\$9,741.18
	Transfers	\$0
	Debits	-\$87.59
	Checks	-\$4,083.66
	05/31/2017	\$87,943.21
 - Investments
 - WDAFS Endowment Fund – Oregon Chapter Fund

Balance	02/28/2017	\$18,626.89
5-Month Gain/Loss		+\$1,070.40 (+6.1%)
 - Charles Schwab ORAFS Investment Account
 - May
 - 06/07/2017 Balance
 - Transfers
 - Lifetime Gain/loss
 - Equities/ETFs/Bonds
 - Cash & Cash Invested

\$279,183.43
\$0
+15,763.56 (6.48%)
\$258,881.20
\$20,302.28
- Transfer from Checking to Investment Account
 - Katie made a motion to transfer surplus funds beyond our one year operational budget from the checking account into the investment account, Ben seconded, no discussion; motion passed unanimously.
- Soul River Sponsorship
 - For a \$1000 donation we would receive perks like a table at the upcoming Soul River gala, but they are willing to accept a smaller contribution.
 - They will also have a silent / raffle auction at their gala which would be another way to contribute.
 - Shivonne made a motion to donate \$500 to the Soul River organization, Katie seconded, there was no discussion; motion passed unanimously.
- WDAFS Student Colloquium Request for Funds (Zach Klein 5/15/2017 email)
 - In the past, rather than donating money to the Western Division meeting, we would provide money directly to our student representative to cover costs like registration, lodging and possibly travel.
 - There was discussion over whether to give \$500 to WDAFS for the Student Colloquium, or give the \$500 directly to our Student Representative to attend, as has been done in the past. There was uncertainty about whether \$500 would cover a good portion of the expenses.

- **TABLED AND ACTION ITEM:** Shivonne will talk to Brooke (Student Representative) about total costs to attend the colloquium. A final decision about our contribution will be made during the July meeting.

Secretary – Josie Thompson

- Process for Meeting Minute Review and Revisions
 - Josie will attempt to send out the first draft within about two weeks after the meeting, and allow 1.5 weeks for edits to come back.
 - Josie requested that everyone tries to make their edits on the most recently edited version.
 - Josie will then attempt to send out a second draft before the week of the next meeting, and hopefully the final version will be complete at the following meeting.

President-Elect – Kris Homel

- Potential Keynote Speakers for 2018 Annual Meeting
 - Kris proposed asking Alan Alda to be a plenary speaker. He has a recent book out on communicating scientific knowledge and research to the public.
 - Kris was also thinking about getting a climate researcher from the EPA or NOAA to speak at the meeting as this would fit in well with the meeting theme (science in a changing climate).
 - Shivonne agreed that it is not too early to begin contacting potential plenary speakers about their availability and interest.
 - Ben reminded Kris to think about whether she wants to have one, or two speakers, or potentially even three. It can be difficult to get three and fit them into the schedule though.
 - We usually provide the plenary speakers with free registration, a hotel room, a \$500 honorarium, and a dinner out with ExCom Officers.
- Excel Spreadsheet Summary of Meeting Planning Handbook Responsibilities
 - Kris is working on this now to make it easier to visualize all of the tasks at hand, when they need to be initiated/completed, and by whom.
 - Once it is ready, Kris will send out it to everyone to identify missing pieces, etc.
- Other Meeting Business
 - Kris will be putting out a call for symposia and logo proposals in the next Piscatorial Press.
 - Workshop concepts and plenary speakers will hopefully be identified by the end of the summer, if we get a good response.

Next conference call: **Thursday, July 13th**
17:02 Call for Adjournment (Ben); 2nd by Shivonne.