



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, May 11, 2017 1500-1700

In attendance: Ben Clemens – Past President, Shivonne Nesbit - President, Kris Homel - President-Elect, Shannon Richardson - Vice President, Kevin Stertz – Internal Director, Dan Bingham – External Director, Katie Pierson - Treasurer, Josie Thompson – Secretary, Jacob Peterson – Student Subunit Representative, Steve Kucas – Career Counselors Coordinator

15:04 Call to Order/Welcome Additional Agenda Items

President – Shivonne Nesbit

- Monthly ORAFS Executive Committee (ExCom) Meeting Invite.
 - Shivonne sent a reoccurring calendar invite for ExCom meetings to take place every second Thursday of each month. There is always the option to reschedule if many of us have other commitments.
- ORAFS Email Accounts
 - Should now be set up to automatically forward for each ExCom member as requested.
- Career Counselors
 - Steve Kucas will join the call for an update on this program at 15:30.
- Work Plan
 - Shivonne made some adjustments based on what she heard at the retreat. Shivonne would like to table further discussion to the end of the meeting but little discussion may be required as it was reviewed and discussed in great detail at the recent spring retreat. Shivonne suggested the need to periodically review the Work Plan (along with budget) to make sure ExCom is following through with meeting the goals and sticking to the priorities that have been established.

Past President- Ben Clemens (15:08)

- Robert's Rules of Order
 - To facilitate more straightforward and efficient meetings, ExCom will conduct monthly meetings and the business meeting in accordance with Robert's Rules of Order. It is stated that we will do so in the Bylaws (Section 8(c)).
 - The basic order: Motion, 2nd, open for discussion, and then the decision can be put to vote by the President. But after the discussion, if someone wants to amend the initial

motion, then they have to motion to amend (and there must also be a second) before a vote.

- Ben noted that a quorum for any ExCom meeting is 4 Chapter officers, including one person in the Presidential series (the President, President-Elect, or Past President), and not including the Student Representative.
- At the Spring Retreat, ExCom agreed that the Past President will serve an informal role as a parliamentarian for the Chapter's monthly meetings. In this role, the Past President will make sure we follow Robert's Rules of Order.

- **Cutthroat Trout Symposium - Request for Assistance**
 - On an April 21st conference call with Kitty Griswold, it was decided that Pacific States Marine Fisheries Commission would take the lead role in booking a venue, and the meeting planners are requesting some level of sponsorship from the ORAFS chapter. They would also like about 2-3 chapter members to serve on each of three different committees: Steering, Program, and Publications committees. The Symposium organizers are firm in their decision about not wanting to make this part of our Annual Chapter Meeting.
 - No date or location has been set yet for the symposium.
 - **ACTION ITEM: Ben to ask Kitty who ORAFS members should contact to express interest in participating in one of the 3 committees mentioned above, so we can advertise this request for volunteer assistance in the Piscatorial Press.**
 - **ACTION ITEM: Ben will query Kitty about the amount of money Kitty has in mind for a sponsorship by ORAFS.**

- **Hutton Scholarship**
 - Voted to approve sponsoring a Hutton scholar at the Spring Retreat. Katie is prepared to transfer \$4,000 into the checking account from the Investment account for this scholarship.
 - **ACTION ITEM: Katie will contact organizers to make sure that it will be earmarked for an Oregon student.**
 - Though this action is the Treasurer's responsibility, it is also under Financial Sustainability Committee (FSC) jurisdiction (of which the Treasurer is a part). The FSC Committee manages the Charles Schwab investment account, and will transfer the funds into our checking account, Katie writes the check. Transferring the money from our dividend yields in the investment account makes it transparent to our membership that we are using the dividends from the investment account to fund programs, and scholarships that give back to the membership.
 - It will be ORAFS' responsibility to secure a mentor because the Hutton Scholarship Committee waived the overhead fee. The Hutton intern will be for summer 2018.
 - In the past, Selina Heppell said that OSU's Fish and Wildlife Department could assist in finding a spot for the student.
 - **ACTION ITEM: Katie will contact Selina (OSU) about a mentor for Hutton student in summer of 2018.**

- Polling Members for Support to Fund Hutton Scholarship
 - ExCom decided that a poll is not needed, since we approved fund Hutton Scholarship for 2018 (see above). In the future, a poll could be sent out to gauge Chapter support for providing this scholarship on an annual basis, or seeking other ways to provide an internship with similar experiences for high school students in Oregon.
 - ACTION ITEM: The decision to fund the scholarship should be announced in the Piscatorial Press and feedback should be requested from members about future support or information on similar types of programs. Ben will work with newsletter editor on this.

Career Counselors Volunteer – Steve Kucas (15:32) – (Ben’s agenda items put on hold)

- Background of Career Counselors List
 - Steve has been a mentor for years, and has noticed that many emerging fish biologists could benefit from some guidance from an experienced fisheries professional. This Chapter has a lot of energy, and Steve has been trying to harness some of it by recruiting professionals and adding them to a career counselors contact list.
 - The requested commitment for a Career Counselor is to add one’s contact information (and job description) to a list that will be made available to interested students and early career professionals. Career Counselors agree to provide advice on education, training, career paths and career development. This is intended to be a short-term, limited-duration interaction rather than a more formal mentoring relationship.
 - The idea was suggested to the Chapter and advertised in the Piscatorial Press, and a sign-up list was also circulated at the last student-mentor mixer at the Bend meeting. At least 40 fishery professionals have signed up to be on the list so far. Steve is hoping to get at least 200. He thinks it would be a good chapter recruitment tool.
- Career Counselors List: Next Steps
 - The list has not yet been made available to students, but ExCom officers agreed that it should not be directly posted on the website.
 - The Webmaster, Lora Tennant, has created a Career Counselors email and next step is to post on the Chapter website. This email is for interested mentors as well as interested students and early career professionals. Ideas on how to make the list available and advertising the list to students were discussed. Currently, Steve Kucas receives emails that are sent to careercounselor@orafs.org.
 - Another suggestion was made to print out the list and post it in a visible location at the annual meeting.
 - Shannon would like to create some more professional categories for the list and make it searchable by geographic area and professional category. It is an Excel file, so it can be done.

- Shivonne agreed to keep Steve informed about how the list is growing and being used. Steve said that it would be useful to track the number of requests being honored, such as asking students to report on who they call/email and who actually responds.
- **ACTION ITEM: Shannon and Shivonne will work on improving Career Counselor information (and list advertisement) on the website and will send an email out to students who attended the last Chapter meeting with information about the list and its availability. Shannon will also get information out to her university contacts (i.e. professors and career counselors, etc.).**

Past President- Ben Clemens (Resume agenda items, 15:57)

- Pesticides/Herbicides White Paper
 - Ben and Ian Tattam are compiling a White Paper for ORAFS, based on the presentations made at the “Dirty Water...” session at the 2017 Annual Meeting in Bend. It will focus on how various herbicides and pesticides affect freshwater species and their ecosystems, with an emphasis on fish. Ben created an outline and he and Ian vetted it with others, including Kevin Masterson (ODEQ), Carl Schreck (OSU), and Casie Smith (USGS). A few key experts have declined to assist with writing, but have agreed to review. Ian and Ben will begin writing. Shivonne pointed out how it could be informative to 2018 state legislative decisions, if it is ready by early next year.
 - Ben said that they have tried to relate this issue to how humans are affected, even though it focuses on effects to fish, because that is a more effective public message.

President Elect – Kris Homel (15:59)

- Poster for Western Division Meeting
 - It is different than a normal poster, including the requested dimensions, but it will have its own stand so it can be picked up and moved throughout the meeting, as needed or as desired.
 - Sent out a draft to ExCom Officers and received some comments.
 - Looking for 2017 Bend meeting photos, which should be able to find on the website.
 - It was suggested that some of the content on the poster could be used to make an advertisement for the meeting in the upcoming Piscatorial Press.
 - Ben mentioned that we have brochures about our Chapter at Salem HQ that Kris could take with her.
- Call for Sessions and Meeting Logo Competition Announcement
 - Late August to September would be the latest time to put out these announcements, but Kris could start now, if preferable. At the very least, announcements should go in the summer Piscatorial Press.
 - **ACTION ITEM: Ben will provide Kris with the link and a password for emailing the Chapter listserv (News listserv goes out to more people than currently registered**

Chapter Members). Kris will need to work with Lora (Website Manager) to change the restrictions so that she can send to the listservs.

- Additional 2018 Annual Meeting Prep
 - Shivonne said she is already receiving emails from federal employees about 2018 meeting dates, so it would be good to post those on the website, as well as calls for symposia, right now.
 - Katie suggested that we look into finding software that allows for abstract submission when you register for the meeting.
 - Ben said that many external committees have statements in their new work plans about moderating, or even coordinating, sessions at the annual meeting. It would be good to remind the committee chairs about this soon and solicit interest.
- Meeting Purchases and Reimbursements
 - Katie is currently the only one with credit card. She can pay for things that we need with the credit card, if we send her website links and the required information. Otherwise, Officers may pay using their personal credit cards and request reimbursement.

Internal Director – Kevin Stertz (16:18)

- ExCom Fall Retreat, September 22nd to the 24th
 - Kevin is actively pursuing a house in Eugene to be booked for the retreat.
- 2018 Annual Chapter Meeting (AM) Preparations
 - Kevin was contacted by Sales Manager from Eugene Hilton hotel (site of 2018 meeting) about a site visit and catering. Shivonne indicated that a site visit prior to the AM is usually part of the fall retreat and all ExCom participates.
- 2019 Annual Chapter Meeting (AM) Preparations
 - Kevin would like to pick some dates for the 2019 meeting very soon.
 - Kevin has contacted the Riverhouse, and asked them for available dates in Feb-March 2019, and they will send him their proposal soon. He has also contacted the Oregon Convention Center (Salem) and the Sunriver Convention Center for availability and proposals.
He is also still thinking of organizing a site tour of the Oregon Garden facilities.
 - Kevin has already started talking to people about auction/raffle items and moderating sessions, etc. He plans to send an email out to former Internal Directors in which he will introduce himself, thank them for their service and welcome any advice or suggestions they may have on meeting planning.
 - ACTION ITEM: Shivonne said that choosing dates and discussing the 2019 AM location will be an agenda item for the next (June) meeting conference call.
 - ACTION ITEM: Kevin will put together a matrix for choosing the meeting dates and location which will include categories like cost, space, and proximity to I-5 Corridor (to help draw more marine fisheries participation). Kevin will send the proposals out to ExCom prior to the conference call, if possible.

External Director – Dan Bingham (16:28)

- Committee Chair Retreat This Summer
 - About half of the chairs responded to Dan’s availability request. He is also trying to figure out a site that is close in proximity to the majority.
- New Committee Chairs
 - Cory Sipher will be the new Freshwater Habitat Committee Chair. Michael Hart will continue to serve as Marine Habitat Committee Chair and Ashley Knight will serve as co-chair.
 - ACTION ITEM: Shivonne asked Dan to send her or Lora the new Committee Chair contact info for the website.
- Committee Chairs and 2018 Meeting Sessions / Symposia
 - Dan will solicit interest in moderating or convening sessions or posters from Committee Chairs if such is stated in their respective work plans.

Vice President – Shannon Richardson (16:34)

- Shannon did not have any updates.
- Ben and Shivonne suggested putting together a presentation about the Chapter and the Subunit for university student outreach efforts in the fall, and thinking about different outreach ideas for the summer.

Student Representative – Jacob Peterson (16:36)

- Student Subunit Election Results
 - Brooke Schlipf will be the main liaison and Rachel Lertora will be the new liaison-elect.
 - ACTION ITEM: Jacob will send a list of new leadership team names and roles, and emails for Brook and Rachel to Shannon.
- Jacob’s term as Subunit Liaison ends in June
June’s meeting will be Jacob’s last call as liaison.

Treasurer – Katie Pierson

- Treasurers Report
 - Accounts Update
 - Business Checking
 - Balance 04/01/2017 \$148,270.85
 - Credits \$7,085.60
 - Transfers \$0
 - Debits -\$572.98
 - Checks -\$72,410.19
 - 04/30/2017 \$82,373.28

▪ 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
 - March Balance 05/10/2017 \$280,183.62
 - Transfers \$0
 - Lifetime Gain/loss +12,924.42 (5.45%)
 - Equities/ETFs/Bonds \$250,204.06
 - Cash & Cash Invested \$29,979.56

▪ Upcoming Transfers

- Transfer surplus reserves from Checking to Investment account. Amount to be transferred would be around \$37,000.
- “Cash in” \$4,000 worth of gains from the Charles Schwab Investment Account and transfer to Checking for 2018 Hutton Funding. Once this amount has been transferred, ORAFS will pay AFS for Hutton funding. Essentially the Hutton scholarship will come from Lifetime Gain/Loss Funds which, as stated in the new FSI Policy, is to be used for reinvesting in our membership, or in this case, for investing in future members.
- Katie made a motion to conduct the two transfers stated above. Shannon seconded.
 - A discussion began about the role of the Financial Sustainability Committee (FSC) in the decision to hold only one operational budget in the checking account and move the remainder into the investment account. Katie stated that this process is outlined in the Financial Sustainability Plan and Investment Policy (FSPIP) that was created by the FSC.
 - Shivonne pointed out that once the money is transferred, it will be the role of the FSC Committee to make a decision on how the money will be invested.
 - Since some of the new Ex Com Officers have not had a chance to become familiar with the FSPIP policy, Shivonne tabled the vote on Katie’s proposal to conduct these transfers to the June meeting.
- Katie withdrew her motion and will motion again to transfer the money at the June meeting after all Officers have read and are comfortable with the policy.
 - ACTION ITEM: All ExCom Officers will read over and become familiar with the Financial Stability and Investment Policy prior to the June meeting.

- Transfer of Treasurer Responsibilities
 - Katie and Tony met at Bank of America and transferred signing rights to the business account to Katie, she and Shivonne will meet in the next month to add Shivonne to the account.
- Policy Updates
 - Policy Updates Tony Siniscal (Past Treasurer) is updating the fee waiver policy and the FSPIP, and compiling end-of-year documents that will be found on the Google Drive. He will make the updated policies available in Administrative handbook and send them to us before fall.

Secretary – Josie Thompson (17:00)

- Josie had no updates other than announcing that she had received her first Chapter Member List Update from National.

17:01 Call for Adjournment (Shivonne); 2nd By Katie

Next conference call: **June 8th, 2017**