



Oregon Chapter
of the
American Fisheries Society
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TO: ORAFS Executive Committee
FROM: Josie Thompson, Secretary
SUBJECT: Minutes from ORAFS Executive Committee Teleconference, Thursday, October 12, 2017: 1500-1700

In attendance: Ben Clemens – Past President, Shivonne Nesbit - President, Shannon Richardson - Vice President, Katie Pierson – Treasurer, Josie Thompson – Secretary, Kevin Stertz – Internal Director, Dan Bingham – External Director, Brooke Schlipf- OSU Student Subunit Representative
GUESTS: Britta Baechler - WDAFS Student Representative, Anthony Pedro - President of Mount Hood Community College (MHCC) Fish and Wildlife Club, Todd Hanna - Faculty Advisor to MHCC Fish and Wildlife Club, Marla Cheney - Faculty Advisor to MHCC Fish and Wildlife Club, Tony Siniscal– Chair of ORAFS Financial Stability Committee

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

- Shivonne asked the guests to introduce themselves and asked that we cover Student Subunit business first.

Guest Introductions - Western Division (WD) Student Representative and MHCC

- Britta Baechler is the new WD Student Representative. She received her B.S. degree at Lewis and Clark College and is now working on her M.S. degree at Portland State University (PSU). Britta is interested in organizing a student subunit at PSU. Britta's roles as the WD Student Representative are: to communicate with the chapter subunits about scholarship and career development opportunities, coordinate student activities at the National meeting, and to stay updated on subunit activities and priorities.
- Anthony Pedro is a second-year student at MHCC. He started the school's current fish and wildlife club, and they are now in the process of becoming a new ORAFS Student Subunit.
- Todd Hanna and Marla Cheney (MHCC Fisheries Faculty) will be the faculty advisors for the new MHCC Student Subunit.
- Anthony said that the MHCC club is making changes to their current club's constitution so that it meets the requirements of a Chapter Subunit constitution and is consistent with the Chapter's constitution. Their name will be some like the MHCC Student Subunit of ORAFS.
- Shivonne suggested that once they have a near-final draft of their purpose and bylaws to send it to Shannon so she can forward it to all ExCom members for editing. Then they can start putting together their formal petition for becoming subunit.
- Anthony said that two of his officers still need to become ORAFS members.
- Todd said that they are excited to have Anthony on board as he is definitely the right student for the job. Anthony and the club have already made it through many of the seven steps for starting a student subunit.

- ACTION ITEM - Shivonne will reach out to obtain examples of petitions and purposes from recently formed subunits for Anthony and Todd (MHCC).
- Marla Cheney introduced herself as a faculty member at MHCC in her 7th year of instruction there. She has also worked at Bonneville Hatchery on their captive broodstock program. She believes that the ORAFS Chapter is balanced in its knowledge of hatchery management issues and the field research which seeks to understand and address issues caused by hatchery fish. Marla believes it will be great for MHCC to be more connected to the Chapter in this way because they are not just a hatchery program. They also teach their students a lot about field research techniques and methods.
- Shannon agreed, and said that she is very excited to soon welcome them as (possibly) the first non-4-year college student subunit in the nation.
- Shivonne noted that Anthony and Britta are invited to join in on our monthly calls for as long or little as they are able or would prefer.

Student Representative – Brooke Schlipf

Bylaws Update

- Brooke said that the OSU Student Subunit is nearing the end of their bylaws revision process. They plan to vote on the revised version this coming Wednesday at their weekly meeting, and their first “final” draft will likely be sent out to ExCom for review by next Thursday, the 19th.

Subunit Update

- The first meeting of the school year was well-attended (23) including many new faces. Subunit leadership have been working hard to promote the Subunit to new students..
- For the first meeting, four graduate students attended and answered questions about grad school and provided mentorship.
- This was the first Subunit meeting that they broadcasted live (FB live) and it was also recorded. It worked well, but they would like to improve the audio component.
- They will host Bruce Koike for an upcoming fish prints event. There are 14 people registered so far.
- The Subunit is providing travel resources for some students to attend the State of the Coast conference in Florence.

Todd, Marla and Anthony (MHCC) signed off of the call.

President – Shivonne Nesbit

Piscatorial Press Review Due

- Natalie (editor) is hoping to get edits for the PP by Saturday so it can go out on Monday.
- Ben requested to have an extension through Monday to get his edits out, and all agreed that this was fine since the AM website (link included in PP) will probably not go live until then.

Oregon Ethics Commission

- Shivonne will soon be approved as our official OR Ethics Commission contact. She has been working with Erik Kancler on making this happen but not quite done.
- Shivonne will report back to us when she receives official access.

Cutthroat Trout WDAFS Book Fund Request

- Shivonne requested tabling this discussion for the next monthly meeting after we have heard more about our first disbursement from the Financial Sustainability Committee.
- Putting this book together has been a huge effort, but they need \$7,000 to cover the last of the publishing costs.

Past-President- Ben Clemens

Reminder - Robert’s Rules of Order

- Given a recent experience with a minor challenge with Robert’s Rules of order for revising a motion, Ben thought it would be a good idea to briefly review Robert’s Rules of Order. Ben reminded ExCom that our Bylaws state that meetings are conducted according to Robert’s Rules of Order.
- The typical order is: Motion, 2nd, discussion, then vote. When a motion is raised, one of two things can happen: 1) ExCom can vote to approve the amended motion, and then proceed, or 2) you can amend the motion right away without voting to approve. This means ExCom doesn’t have to retract the original motion and then make a new one, as we have been doing. You can just amend it, and proceed to vote.
- This is most easily done by a friendly amendment option where the person who made the initial motion agrees with the amendment, and everyone just votes on the amended version from there.
- Shivonne thanked Ben for the reminder and keeping us on track. It is important for all to have a consistent understanding of the rules.

WDAFS ExCom Call Update

- Ben filled-in for Shivonne on this call last week.
- There was a reminder about the need to obtain insurance coverage from AFS for Chapter meetings.
- The Mid-year WDAFS retreat will be in Portland on November 4-5th. They plan to be done by noon on Sunday. The agenda will be sent out soon.
- WD is still looking for an editor for the Tributaries newsletter, and have requested help from the Chapters on spreading the word and recruiting potential candidates.
- WD has been experiencing challenges in getting articles for their newsletter. They may ask each chapter to solicit articles.

Cutthroat Trout Symposium

- Ben hasn’t heard anything from the organizer, Kitty Griswold, recently and suggested that we put the funding support request decision on hold for now.

ExCom Recruiting

- Ben has recruited at least one new person to run against the incumbents for each position.

Treasurer – Katie Pierson

Accounts Update

- Business Checking

| | |
|---------------------------------------|-------------|
| September starting balance 09/01/2017 | \$54,715.52 |
| Credits | \$4,629.50 |

| | | |
|---------------------------|--|-------------|
| Transfers | | \$0 |
| Debits | | -\$294.42 |
| Checks | | -\$1607.87 |
| Ending balance 09/30/2017 | | \$57,442.73 |

- Investments (are only updated quarterly)
 1. WDAFS Endowment Fund – Oregon Chapter fund

| | | |
|-------------------|------------|---------------------|
| Balance | 05/31/2017 | \$19,087.91 |
| 5-Month Gain/Loss | | +\$1,079.09 (+5.7%) |
 2. Charles Schwab ORAFS Investment Account

| | | |
|----------------------|--|-------------------|
| Balance 09/30/2017 | | \$337,341.08 |
| Transfers | | \$0 |
| Lifetime Gain/loss | | +25,838.14 (9.2%) |
| Equities/ETFs/Bonds | | \$306,076.28 |
| Cash & Cash Invested | | \$31,264.80 |

Notes About Treasurer's Report (see above)

- Most of the credits are coming from Bull Trout Workshop registration payments, and the rest are from Jerry Bouck Scholarship donations.
- Next month we should expect to see money from the Bull Trout Workshop get debited from the account.
- The debits for this month are from fall retreat expenses.
- Fall retreat expenses were less than budgeted, and the rental deposit for the house was returned.
- Katie hasn't received WD Endowment fund update for Q3 yet, which is why only Q2 results are reported.
- If has questions about the Financial Sustainability Committee (FSC) document Katie sent, those should be directed to Tony or Troy.

Jerry Bouck Memorial Scholarship Update & Thank You Cards

- ExCom was reminded that this is now being handled by Christine Moffitt and Jerry Bouck's son, and Ron Garton.
- The family is still brainstorming new ways to do further scholarship fundraising, as they are now at the tail-end of receiving family and friend contributions, but expect to have more donations come in as a result of the published article in Fisheries.
- The donation opportunity will be advertised in PP.
- To note: The scholarship money or donated funds currently has a placeholder in the budget. It is located under "restricted funds".
 - ACTION ITEM - Katie and Shivonne will work to get thank you cards out to the donors soon.

Registration 123 Website for Annual Meeting

- The registration website is now live.
 - ACTION ITEM - ALL: Katie requested that ExCom members go to the site ASAP and pretend like you are registering for the meeting, but don't actually register, and to let her know if there are any errors or problems.

- Shannon said she already looked at the site and is very pleased to see that Katie included the food allergen information for each meal choice. Katie said we have an ingredients list for each one too, but it is a little too long for the registration website.
- Even though we do not yet have a Committee Chair for the AM Childcare Services, we are not giving up on it. But for now, this information is not included on the registration website.
- **ACTION ITEM - All - Recruit Childcare Committee Chair for meeting and put him or her in touch with the hotel.**

Progress Secretary of State 501c3 changes

- This is what made it so difficult for the bank to grant Shivonne a debit card for our checking account.
 - **ACTION ITEM - Shivonne is going to research the 501c3 rule changes recently made by the Secretary of State further.**

New Disbursement Strategy Update (Provided by Tony Siniscal)

- The Financial Stability Committee (FSC) has established a disbursement strategy.
- Based on the Chapter's investment gains for 2017 up through the third quarter, and the rules of the new strategy, the 2017 disbursement is equal to \$14,904, which includes the \$4000 that the ExCom has already committed to the Hutton Scholarship.
- The new strategy outlines a consistent method for providing some of the gains back to the Chapter, which will be especially helpful in years when the annual meetings are not profitable.
- In developing the strategy, the FSC seeks to provide stability for the Chapter while also providing a new source of income that benefits Chapter members.
- There could be tweaks to this Disbursement Strategy in the future, but it provides a strong starting point.
- The basic goals of the Disbursement Strategy are to maintain a minimum principle balance of \$300,000 in the investment account, and to disburse 50% of total annual gains achieved by the end of the 3rd quarter (Q3).
- The disbursement will be made just once per year, and determined at close of Q3 (Sept 30) with a grace period of 30 days (until Oct. 30), to allow time for market corrections.
- The FSC thought that timing things in this way will allow ExCom ample time to decide whether any of the money might be needed to cover AM expenses, or put towards the following year's budget (following an unprofitable AM), etc.
- Decisions on how fourth quarter earnings are to be managed, or where they fit into the strategy, have not yet been fully fleshed out.
- Shivonne asked if ExCom will need to develop an application to document ExCom's final decisions on how to spend the disbursement.
- Tony said yes, the FSC would like some type of rubric that they can add to the strategy which makes spending decisions clear.
 - **ACTION ITEM – ExCom will need to develop an official document / application to demonstrate the decision-making process for spending the disbursement funds, as requested by the Financial Stability Committee.**
- Tony noted that ExCom can alternatively decide not to spend the disbursement and return the money to the account to make more interest (if ExCom runs out of time, cannot agree on the best use, etc.).

- Tony told Katie that the Restricted or Designated Funds Section of the Chapter budget is a good place to account for the disbursement.
- The Financial Stability Committee has a lot of their own ideas about where the money might be spent, but it is the current ExCom's decision. ExCom is welcome to contact Tony or Troy for ideas, if interested.
 - ACTION ITEM – ALL ExCom – Look through our Work Plan goals for 2017-18 and come up with ideas for how we would like to spend the ~\$10,000 disbursement money. All are encouraged to think about how we can get the most bang for our buck, and have these ideas ready for the November monthly call, or for separate call in November.
 - ACTION ITEM – Shivonne may decide to schedule a separate call to discuss how to spend the disbursement money.

Vice President – Shannon Richardson

Annual Meeting Committee Chairs and Tasks

- Sarah Sapienza has committed to being the Raffle and Auction Committee Chair, and Shannon has also recruited some other strong people for the team.

Career Counseling / Mentor Program Progress

- We do not currently have a volunteer to work on Shannon's website idea for this new program, so it is on hold for the moment.
- Shannon is going to focus on putting together the pilot Student-Mentor Meeting Match-Up for the AM in Eugene. She is looking to recruit at least 5 mentors for this first trial.

Internal Director – Kevin Stertz

2018 Spring Retreat Location

- Kevin is looking to choose the location so he can start looking at accommodation options.
- Kevin has had some marketing managers call him, one of which is a venue located in Ashland that seems to have enough space and capacity to meet our needs, at least on paper, and he proposed going to check it out (potential 2020 AM location) during the spring retreat.
- There was discussion about the extra costs for everyone to travel to Ashland, especially since the spring retreat includes both outgoing and incoming ExCom.
- Most agreed that they like the idea of having the retreat in Ashland, particularly if we could host a future AM there.
- Current ExCom usually chooses the spring retreat date, but Ben can talk to his new candidate recruits about their known spring availability.
 - ACTION ITEM - Kevin will send out a Doodle poll for best dates and location for the spring retreat, and Ben may also forward this to the new candidates.

External Director – Dan Bingham

Legislative Liaison Contract Renewal

- Shivonne and Dan had a call with Troy Brandt and Erik Kancler. As a follow-up to the meeting, Erik provided Shivonne with a new contract for the upcoming legislative short session (2018).
- This is important for maintaining continuity in our relationship and without being on contract, Erik cannot continue to represent ORAFS.

- Shivonne added that when they spoke with Erik, he didn't expect that there will be a lot of relevant legislation coming up in 2018, but he can still work on learning about what might be proposed or appear in the 2019 session.
- Given these facts, there was agreement on making it a more limited contract and Erik agreed to a lower fee.
- Shivonne can sign without a vote to approve the contract from ExCom, but everyone should look at it and become more familiar with the duties included.
 - ACTION ITEM - ALL - Shivonne will send out the (2018 Session Legislative Liaison) contract via email and would like all ExCom members to look over it and provide comments.

Committee Work Plans & Budgets

- Dan had a conference call last week with all of the external committee chairs.
- All are on board with moderating or convening sessions.
- Dan now has annual work plans from all of the committees except the Native Fish Committee which does things a little differently.
 - ACTION - Dan will email a link to the external committee work plans to ExCom.
 - ACTION – ExCom will review these work plans and bring comments to the November Monthly meeting including anything that is of concern or suggested additions.
- Ben reminded ExCom that last year the Native Fish Committee had to find funding for the Native Fish Conservationist of the Year award for woodcarving costs.
 - This is on Katie's to-do list to figure out (who will pay for it this time). Although Jim Capurso has told Katie to assume that his committee will find the funds unless she hears otherwise.

Secretary – Josie Thompson

Timelines/Deadlines for Annual Meeting Webpages & Abstract Submission

- Lora Tennant, Website Manager, is busy this weekend, but plans to post the Annual Meeting website pages on Sunday night or Monday.
- There is still time between now and then for everyone to look over the current drafts of the website pages on the Google Drive and look for errors.
 - ACTION - Shivonne will check with the Awards Committee about the status of award nominations submission processes, and on the related links on the AM website pages.
 - ACTION – All ExCom should check the email contact links on the AM website pages to make sure that their own email links are accurate.

Vote Recaps from Annual Meeting Planning Call

During the first Annual Meeting Planning conference call on October 5th, the following motions were passed:

- Annual Meeting Travel Scholarship Funds and Process
 - One of the highly anticipated meeting workshop instructors requested the opportunity to apply for a travel scholarship, which is not something we currently offer. Kris made a motion to set aside some of the of the disbursement fund that we are set to receive from the Financial Sustainability Committee for meeting travel scholarships (once ExCom develops an application process for the scholarships).

- Ben seconded the motion.
 - There was no discussion.
 - The motion passed unanimously.
- Approval of New Workshop Registration Costs
 - Kris made the motion that we change the registration costs for the workshops as discussed and noted below.

| Registration Category | Workshop Title | | |
|-----------------------|---------------------|------|------------|
| | Habitat Restoration | eDNA | Multimedia |
| Regular, member | 200 | 130 | 60 |
| Regular, non-member | 250 | 160 | 80 |
| Student, member | 60 | 50 | 40 |
| Student, non-member | 75 | 60 | 50 |
| Retired, member | 100 | 70 | 45 |
| Retired, non-member | 130 | 85 | 55 |

- Katie seconded the motion.
 - There was some discussion about one of the fees for retired members.
 - The motion passed unanimously.
- Approval of New Vendor Space Costs
 - Ben proposed to keep the vendor fee at \$600 after some discussion with past ExCom members, since it was just increased to \$600 in 2017.
 - There was some discussion about the added costs (i.e. \$275 extra for insurance) that the Chapter is being asked to cover this year.
 - Ben proposed an amended motion that we increase the fee to \$625 and keep the non-profit vendor cost at \$300.
 - Kris seconded this amended motion.
 - The motion passed unanimously.

How to Communicate New National Membership Fees & Benefits

- All AFS members recently received an email about the increase in membership fees starting in 2018, and improvements in membership benefits include full access to all of the journals.
- ACTION - Josie will publish a reminder in the winter PP about new membership fees and benefits, and think of other ways to advertise / remind.

Call for Adjournment 17:03

Next conference call: October 12, 2017