



**DATE:** July 17, 2012

**TO:** ORAFS Executive Committee

**FROM:** Garth Wyatt, Secretary/Treasurer

**SUBJECT:** Minutes for ORAFS Executive Committee Meeting, July 17, 2012 from 1500-1700

**Attendees:** Present: Todd, Garth, Shivonne, Kat, Jeff, Colleen, Michele (joined meeting late)

Absent: Bill

1500 ITEM 1: Review

1. Introductions, life, and work updates
2. ExCom Contact List Update-Cannot post to the website
3. Review Agenda
4. Action Items from June 17 call:
  - a. Update ExCom directory – Jeff – Current, will post when new website is up and running.
  - b. Post-office key exchange –Garth has yet to meet up with Demian due to scheduling conflicts.
  - c. Request for 2013 WDAFS symposia to list serve – Jeff sent this out.
  - d. Send 2012 annual meeting recap to WDAFS for the tributary – Jeff sent out and published.
  - e. Post screw trap safety information to website – Jeff and Kara posted to the website before redesign.
  - f. Sign website contract and send deposit to Kelly – Jeff and Garth - Signed and sent to Kelly.
5. Approve spring retreat minutes – Approved with Colleen’s edits. **Action Item-Garth will finalize and post**
6. Approve June minutes – Approved with edits. **Action Item: Garth will finalize and add Shivonne’s External Director information provided on July 6<sup>th</sup> as an addendum.**

1510 ITEM 2: President’s Report

1. WDAFS Update
  - a. Bristol Bay review

- Should we conduct a chapter review? Colleen recommended no since the mine is in Alaska.
  - b. 2013 Boise meeting – chapter symposia
    - Discussion on providing funding for a potential convener after a request was made by Joe Dupont to convene a symposium. Jeff did get some interest from Pam Weaver (works for Coast Fork Watershed) to convene a symposium on monitoring river restoration. Colleen suggested we consider providing Pam with some travel funds for volunteering. Although there is not a specific budget element for this, Colleen suggested we invest \$500 hundred dollars in travel funds in lieu of our sponsorship or decrease our sponsorship by some amount to provide travel funds for Pam. Shivonne questioned considering the travel award, as we haven't sponsored other members to convene symposia in the past. Jeff will clarify Pam's situation, and see if the award is needed.
    - Colleen recommended that we see if anyone else responds to the ListServe solicitation and then ExCom can vote on whether to provide financial support to a convener.
  - c. 2014 travel funds for Mazatlan; vote on amount to contribute
    - Colleen supported setting aside enough money for the WDAFS fund to support sending one additional person outside of our Excom representative to Mazatlan. With Parent Society matching funds, this should result in the Chapter sending four members to Mexico. Colleen recommended that at least one of the sponsorship funds go to a student.
    - Jeff asked for a motion that we set aside \$3000.00 for the Western Division Mexico meeting, \$1500.00 a year for two years. Motion made and approved
    - Colleen made a motion that in addition to sending an Excom representative we send another person, a student, if we can receive matching funds from the Western. Approved.
- 2. Parent Society Update
  - a. Klamath criticism round 2
    - Another e-mail was received by Gus Rassam disapproving of AFS's support for the Klamath Settlements from Patrick Higgins, former President of the defunct Humboldt Chapter. Jeff spoke with Bob Hughes who had also spoken with Patrick. The same response as sent to Felice Pace will be sent to Patrick.
    - In the Piscatorial Press there is a half-page summary of our position on the Klamath dam removal. Colleen asked if we should include this prominent a position in the PP? The summary was not changed.
  - b. 2012 meeting recap for fisheries
    - Our 2012 recap will go into the August addition of Fisheries.
- 3. Old Business
  - a. 2012-13 work plan and budget; address edits and approve.
    - i. Travel restrictions are hitting us in attendance/registration. What can we do offset this decrease? Solicit involvement from NGO's and education organizations. Colleen's suggested wording will be inserted into the work plan.
    - ii. Went through Colleens comments on the work plan.

- iii. Continuing education – Colleen had concerns with language regarding the Chapter offering workshops for continuing education credit. Colleen pointed out that we annually offer to fund AFS professional certification for three people, continuing education credit is separate. Do the workshops count as continuing education credit? They may count towards certification and as continuing education (employer will need to decide). Jeff suggested we say that we will continue education credit opportunities through workshops at our annual meetings.

**iv. Colleen moved to approve the work plan and budget as edited. The motion passed.**

- b. Annual meeting info to President-Elect - Jeff is still working on getting the information to Todd.
4. New Business
- a. Jeff is on vacation July 24<sup>th</sup> to August 5<sup>th</sup>
  - b. Todd will be the acting president until Jeff returns. If we absolutely need to get a hold of Jeff his cell number is 541-398-1632 or e-mail his personal account.
  - c.

#### 1530 ITEM 3: ExCom updates

##### 1. Past-President

- a. NWFCC MOU with FWS
  - o Signed – The Chapter is now considered a co-sponsor of the meeting.
- b. Website update
  - o Contract with Network Enterprises – Website should go live this week.
    - Almost complete.
  - o Needs to get website live.
    - Adding information about certification and student colloquium.
    - Pictures are still needed.
    - The website looks great!
  - o Piscatorial Press will go out for review soon.
  - o Michele and Colleen will be going on site tours on the 26<sup>th</sup> for 2015 Meeting social's planning.

##### 2. External Director's Update

- a. Elk River Emphasis Area – Status of ORAFS support
  - o Sent an email to Ian Reid, have not heard back yet.
- b. Committee updates
  - Approve Work plans?
    - o ExCom should review the draft work plans and email edits to Shivonne by the end of the week.
    - o Shivonne will set up an email vote to approve completed work plans prior to the August 6 External Committee's conference call.
    - o The work plans should be postable to the website. Therefore, committee updates should not be included.

- Shivonne discussed that the Education Committee work plan indicated that Karen had sent out letters of support as committee chair. ExCom discussed that this was unacceptable. Any official letter from the Chapter should be signed by the President, per our handbook.
      - An outline of the process the Chapter has in place to review, approve, and comment should be provided to committee chairs.
    - Legislative liaison update
      - No updates from Sue since the June call.
      - Jeff indicated the Chapter should continue pursuing relationships with Senator Dingfelder and others in the Oregon Legislature.
  - c. Social media policy
    - Jeremiah sent a draft to Demian and Shivonne today. They are going to edit and send out to us for review and for vote on next call.
  - d. Conservation leader's meeting report from June 18<sup>th</sup> (Michele)
    - Michele attended the meeting. Michele will send out the notes when she gets back from vacation. Michele mentioned it was definitely worth attending. The next meeting is in the early fall.
    - ODFW requested support for advertising its habitat conservation stamp. ExCom supports advertising the habitat conservation stamp on our website to increase awareness.
3. President-Elect
- a. 2012 annual meeting
    - Development of theme, speakers
      1. Todd has been in touch with Sen. Wyden and Merkley's offices floating the idea to speak at our 2012 annual meeting.
      2. Still pursuing Judge Redden as a plenary speaker.
      3. Colleen will send Todd Howard Horton's contact information.
        - a. Howard was Judge Redden's technical adviser.
  - b. State of the Beaver funding
    - Going to have the annual meeting in January. They have requested monetary support from our chapter. We have supported this in the past.
    - Do we want to support this? How much did we give last time? Michele said we gave them \$500.00.
    - Jeff thought we should support them to the tune of \$250. Colleen thought \$500 was more appropriate.
    - A donation of \$1,000 includes registration and banquet tickets for two. ExCom discussed whether there were benefits to other donation amounts. Colleen said sponsorship recognition should be sufficient and that she did not believe our donation should be based on receiving a free registration or banquet ticket.
    - Action item: Todd will go back and ask for more clarification on if a \$500 gets us a registration or other perk.
4. Vice-President
- a. Megan sent Bill the first draft of the revised Bylaws. Bill provided edits but has nothing back from Megan yet.

## 5. Secretary-Treasurer

### a. Recent income and expenses

- Overall financial/investment status
  - Checking account balance 6/29/12-\$102,812.64
    - June deposits-\$8480.30.
    - June debits-(\$1,844.91).
    - Check # 1054- written to Jeremiah 5/5/11 cashed 6/4/2012.
    - Sue Marshall outstanding check of \$1,927.55 written 6/18.
  - Money Market
    - Account balance 6/29/2012- \$100,047.46.
    - June interest- \$15.90
    - Interest accrued in 2012-\$47.46
  - CT-12 Form
    - Owe \$75.00 to the department of justice.
    - Are the Articles of Incorporation, bylaws, or trust documents the same in 2011-2012 as 2010-2011? We did update the bylaws in March of 2011. The most recent version is on the website. Shivonne forwarded Garth the most recent version.

### b. Resolution on the coastal cutthroat symposium checking account

- Garth got in touch with Wells Fargo this morning and the account is no longer active (account number 3366619199).
- Doug Young remembered they were trying to bank at least \$5,000 for the next CCT Symposium, but printing costs for the 2005 CCT Symposium ate up all the CCT funds, and he even had to go to EXCOM to ask for a couple thousand more to complete the printing job.

### c. Annual business meeting notes

- **Action Item: Garth will incorporate edits and send out to ExCom for a final review. ExCom will approve via e-mail and then Garth will have them posted to website.**

### d. Investment Committee Update

- Endowment plan-Garth has yet to get in touch with the investment committee.
- **Action Item: Garth will task the IC to move towards a plan for a potential endowment fund by the August monthly meeting.**

## 6. Internal Director

### a. 2014 Eugene Hilton contract

- i. The contract is signed

### b. Archiving project

- i. Still on track. Michele sent out an email coordinating our box sorting party.
- ii. Michele reminded the group the box sorting party is still scheduled for August 11<sup>th</sup>.

7. Student Representative
  - a. Student Subunit Update
    - i. Everybody is working in the field/internships so not much to report.
    - ii. Kat will let Jeff know when the TWS meeting is.
    - iii. **Action Item: Colleen recommended that we include the AFS/TWS liaison on our conference calls. Jeff will include Laura Tesler (liaison) on the distribution list for next month's meeting as a non-voting member.**

1640 ITEM 4: Estimating Anadromous Return Workshop

1. Portland Venues – Hilton (*Michele*)
  - a. Talked about timelines to do a fall workshop. Is the fall doable? Most venues appear to be booked up for the first two weeks of November, however the downtown Hilton and the Double Tree are available. The Hilton is only available Monday/Tuesday. The Double Tree has a Tuesday/Wednesday (November 5-7) option. Both venues are on the Max line.
  - b. Sounds like more folks may be able to attend if it is in Portland. Is Idaho/Nez Perce comfortable sending folks to Portland? Jeff said they are.
  - c. Is there any room commitments or just food? There is if we hold a block of rooms, which can be low as 25-50 room nights. Conference room fee is waived if we meet a food and beverage minimum, which we should meet easily.
2. Initial interest from selected contacts (*Jeff/Colleen*)
  - a. Colleen thinks that this workshop will have a large attendance; however she is not sure if we'll make 75.
3. ORAFS outlay for workshop with Portland Hilton (*Jeff/Michele*)
  - a. Conference Room -50-Focus will be on one session, so one conference room that fits 50-100 people.
  - b. Food / Breaks
4. Suggested registration costs?
  - a. \$133.33 registration fee to break even with 75 in attendance.
  - b. We need a good estimate for attendance to secure the proper room which will dictate registration costs.
  - c. Jeff thinks that 75 attendees could be a reality with some pro-active advertising.
  - d. Jeff guessed 30 would be local and the 45 would stay overnight with half possibly showing up early and staying two nights. Fifty room nights isn't out of the question.
  - e. **Action Item: Michele will draft up a contract with the Double Tree for 50-100 folks attending for two days and a 50 room night commitment.**
  - f. Conference rooms-One session due to a common focus amongst the attendees.
  - g. We need to get out a flyer to generate interest and help people get registered.
  - h. Michele thought we would get the contract finished by Friday July 27, 2012
  - i. **Action Item: Colleen will put a save the date, November 6 & 7, on the website for the conference.**

1650 ITEM 5: Upcoming ORAFS meetings

1. Next call August 9<sup>th</sup>, 1500-1700 hrs

## 2. Box sorting party in Madras