



**DATE:** September 11, 2012

**TO:** ORAFS Executive Committee

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

**SUBJECT:** Minutes for ORAFS Executive Committee Meeting, September 11, 2012  
from 1500-1700

**Participants: Todd, Jeff, Colleen, Shivonne, Michele, Garth, Bill, Kat**

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1500 ITEM 1: Review

1. Introductions, life, and work updates
2. Review Agenda
3. Action Items from July 17 call:
  - a. Clarify benefits of contributing \$500 to the state of the beaver conference – Todd
    - i. Benefits of sponsorship include our name on the meeting program.
4. Action Items from August 8<sup>th</sup> call:
  - a. Post July minutes – Garth-Done
  - b. Investigate costs of hosting fall retreat at private rental or Riverhouse – Michele and Jeff (*see President's report*)
  - c. Send completed work plans out to ExCom and Kara for posting – Shivonne
    - i. The plans are awaiting the final review before getting posted.
  - d. Send Legislative and Education committee plans to ExCom for further review – Shivonne
  - e. Facebook account password – Colleen
    - i. Is the Facebook account linked to our webpage? Kelly Wildman needed Admin access to link our Facebook account and website. Jeremiah provided Kelly the only password information he had, but we are not clear if this was sufficient.
    - ii. We need to resolve the link issue from our web page to Facebook and Twitter.
    - iii. **Action Item: Colleen will follow up with Kelly and Jeremiah to make this happen.**
  - f. Cost estimate for student colloquium travel – Kat
    - i. Received
  - g. Program committee for fall workshop – Jeff and Jens
    - i. Received
  - h. Food options for fall workshop dinner – Michele



- ORAFS sponsorship?
    1. Jeff wanted to know why we didn't sponsor this meeting. Colleen indicated we did not receive a request for sponsorship, so Minnesota dropped the ball. Michele said she received a request for the Seattle meeting soliciting a sponsorship but wasn't sure how she got it. Shivonne thought that the funding committee for the parent society dropped the ball by not soliciting us for sponsorship.
  - b. Changes to Oregon chapter dues?
    - Do we want to change our dues? Jeff and Colleen indicated that they didn't think we need to change dues. No further action is necessary.
  - c. Parent Society Insurance Renewal
    - We need to renew our insurance. **Action Item: Jeff will coordinate with Garth on this.**
3. Old Business
- a. Fall retreat
    - i. Michele contacted the Riverhouse and it was \$88 dollars a night for a total of \$700. They also wanted a food and beverage minimum, though Michele thought this was negotiable. Jeff received a few quotes from various vacation rentals and the one we want is \$275 a night with no cleaning fee assuming Bill throws all of the sheets in the washer. Jeff recommended that eat lunch at the Riverhouse following our facilities tour at which time we could sample potential banquet items. **Action Item: Jeff will book the vacation rental.**
    - ii. **Action Item: Bill will do our dirty laundry on Sunday following the retreat.**

1530 ITEM 3: ExCom updates

1. Past-President-Colleen is coordinating with Kara on improvements to the website. Revisions and updates are ongoing. She is also in the process of making handbook revisions to include the new Native Fish Committee, the student liaison being funded to attend the student colloquium, and the social media policy. Check the damn box!
2. External Director's Update
  - a. Committee updates-Had every committee chair on this conference call minus Jeremiah.
    - Report from 9/7 committee chair meeting
    - Work plan finalization (Legislative / Education)
      - All are ready for finalization with the exception of the natural production committee work plan and Education and outreach committee work plan.
      - Jim is leading the native fish committee but wanted to wait until the next annual meeting to develop a work plan.
      - **Jens work plan for the natural production committee. ExCom approved the work plan.**
      - Did we approve Ian's line items for his work plan? Apparently yes. He wants to use the budget line to pay mileage for habitat assessment tour of duties.

- The Elk River action item will have to be dealt with by the Ian's committee.
- Karen provided an update from the education committee on Salmon Watch funding. She found funding for this year but it appears to be a one-time fix. Shivonne reminded Karen that all letters need to go to us.
- Work plan implementation
  - White paper schedules-Prioritization
    - Jeremiah was not on the call so this was not addressed. Shivonne wanted to outline a timeline on how to accomplish this from each committee but received considerable push back from the individual committees.
    - Jeff expressed the goal that the chapter will produce at least three white papers for the next legislative session (February). Jeff indicated that Sue should give us the list and we should prioritize because we know what is in our expertise bank. Colleen thought that we may need to do this.
    - Jeff did not want to let this fall through the cracks as this is one of our chapters work plan priorities for the upcoming year.
- Legislative liaison update
  - Sue's contract is up in September. She indicated that she would like to be compensated on a different schedule. We can discuss this at the fall retreat but we need a figure to vote to approve. **Action Item: Shivonne will follow up with Sue to get a dollar amount and get back to ExCom.**

### 3. President-Elect

#### a. 2013 annual meeting

- Talked to Senator Merkley and hasn't gotten a schedule yet. The governor is a no go.
- Jeff indicated that we need to nail down a theme at the fall retreat.

#### b. State of the Beaver funding

- We get a display of our logo on the program. The motion was passed to sponsor the State of the Beaver Conference at the \$500 level. **Action Item: Garth will send a sponsorship check.**

### 4. Vice President

#### a. Student Subunit Bylaws

- Extensive edits were provided by Colleen and then added on to by Jeff.
- Major concern was including the language that more clearly identifies officers and Executive Committee, and election or appointments of each. Also, hat responsibilities of officers should be included in the bylaws as opposed to a handbook.
- Do we need a handbook and bylaws for the student subunit? Megan used a TWS model instead of an AFS model. Do we need to run these by the National folks?

5. Secretary-Treasurer

a. Recent Income and Expenses- August 31<sup>st</sup>, 2012.

- o Business Checking-\$100,357.99
  - Two Debits in August totaling \$95.00
    - Check 1118-\$75.00-OR Department of Justice CT-12
    - Check 1119-\$20.00-OR Department of Justice CT-12
- o Western Division-\$10,382.45
- o Money Market-\$100,077.56
  - Interest accrued in August-12.72
  - Interest accrued in 2012-\$77.56

b. 2012-13 1<sup>st</sup> Quarter financial/investment status

Account	30-Apr-12	31-Jul-12
Umpqua Checking	\$96,216.85	\$ 100,452.99
Umpqua Money Market	\$ 100,022.24	\$ 100,064.84
WDAFS Investments	\$10,086.91	\$10,382.45
<b>Subtotal</b>	<b>\$ 206,326.00</b>	<b>\$ 210,900.28</b>
<b>Net gain</b>	<b>\$ -</b>	<b>\$ 4,574.28</b>

c. Investment Committee Update

- o No Update

d. 2012-13 chapter budget expenses for fall retreat

- o **Action item: Garth will bring a budget update (forecast vs. actual) to the fall retreat.**

6. Internal Director

a. Archiving project –The group organized and recycled a ton of stuff. It was much appreciated by Don.

i. Next steps with OSU?

1. **Action Item: Michele hasn't heard what the next steps are but she will follow up with Don to see where we are at with moving the records to OSU.**

b. TWS Liaison (Tesler)

i. Portland TWS Meeting

1. The National meeting is going to be held in Portland. Laura encouraged the group to attend the annual meeting in October.
2. Thursday night will be a food pot (ticket only) catered by several food carts at a park (didn't have the name). The park will be policed by folks to ensure just those that have tickets are attending.

7. Student Representative

a. Student Subunit Update

- i. First meeting coming up.
- b. Student Colloquium Travel
  - i. Approve Kat's costs for attending-The estimated cost for Kat to attend the student colloquium in Tucson is over \$1,000. Colleen made the motion to cover Kat's costs for the student colloquium and Bill seconded. ExCom agreed that Kat should be reimbursed for costs prior to leaving. **Action Item: Garth will cut a Kat a check.**
  - ii. Shivonne asked about the costs of the Colloquium and how they expected students to pay for the Colloquium.
  - iii. Jeff recommended that Kat raise the excessive cost issue at the Colloquium.

1640 ITEM 4: Estimating Anadromous Return Workshop

1. Doubletree contract finalized
  - a. We have an outlook of \$5,000 for food and beverage plus our room commitment.
2. Program development
  - a. Anticipating 7 sessions, 4 on day one, 3 on the next. Focus of the topics likely to be:
    - i. Ocean survival-Utilizing real time data off of the web.
    - ii. Pre-season forecasting
    - iii. In-season adjustments
    - iv. Comparing old methodology of age class reconstruction methods with new model techniques.
    - v. Panel sessions?
3. Registration
  - a. Presenters will have to pay a registration fee up front and we may be able to partially reimburse the presenters depending on the amount of registrants.
  - b. <https://www.123signup.com/register?id=snkry>
  - c. **Action item: Garth will have Kara put out a list serve email announcing that registration is open.**
4. Advertising
  - a. Continue to send out teasers to encourage people to register.
5. Food
  - a. Dinner or appetizers-Michele and Colleen will form the food committee of 2, to make break and meal decisions.

1650 ITEM 5: Upcoming ORAFS meetings

1. Next call scheduled for October 11<sup>th</sup>, or wait until retreat?
  - a. It was decided that we should still have the conference call.