



**ORAFS Executive Committee  
Fall Retreat MINUTES  
October 19-21, 2012**

**Location:** The 'Elkhorn' Vacation Rental House  
61349 Elkhorn Street  
Bend, OR 97702

**Attendees:** Garth, Kat, Shivonne, Michele, Todd, Jeff, Colleen, Bill (Saturday Arrival)

**Friday, October 19<sup>th</sup> – 1330-1730**

**I. Chapter Business (Round 1 – 1330-1400)**

- A. Approve September Minutes
  - 1. Todd motioned to approve minutes, Colleen seconded the motion, and the minutes were approved with the addition of Colleen's edits.
- B. President's Report – Western Division Retreat Recap
  - 1. 2012 Student Colloquium
    - a) It was announced at the Western Division retreat that the organizers cancelled the student colloquium due to lack of attendance. However, they have reconsidered and will host a lighter version of the original program. Kat is still planning on attending.
  - 2. 2014 Mazatlan Travel Funds
    - a) At the 2012 annual meeting, the parent Society provided \$25,000 in matching funds to support travel to the Mazatlan meeting in 2014. To distribute the funds including who the money goes to, the parent society will organize a committee. Dave Ward is going to participate on the committee. His goal is to ensure an equitable distribution of parent society funds, based on the principal each chapter volunteered to donate. ORAFS stipulated that one student be sent using the chapter's donation. However, this money is not earmarked for students but rather professionals that don't have funding to attend. There will more than likely be some stipulations on presenting at the meeting to receive funds.
  - 3. 2016 Annual Meeting – AK Bid
    - a) Alaska chapter did rescind their bid for the 2016 annual meeting; however, they would like to host the 2017 annual meeting. In addition, the Western Division voted unanimously to not support the 2016 bid.



Moving forward, the responsibility lies with the parent society to find a location for the 2016 meeting.

4. Logging Road Amicus Brief
  - a) After some debate at the Western Division retreat, the board voted 5-3 to support the logging road Amicus brief. The Oregon chapter abstained from voting.

## II. Run Forecasting Workshop (1400-1500)

### A. Registration Status

1. As of October 19<sup>th</sup> there were 24 registrants, out of the 75 we estimated for a break-even point. We also needed 48 room nights to fulfill our room night obligation, currently we have 19.

### B. ExCom Participation

1. Jeff and Jens are planning to facilitate. Michele is planning on helping as a liaison with the conference center. Garth will be around Tuesday morning to accommodate walk up registrants. Colleen is going to register and be available to help.

### C. Planning Details

1. Registration table at Workshop / Nametags
  - a) **Action Item: Michele will secure a table. Garth tentatively volunteered to run the table Tuesday morning**
  - b) **Action Item: Colleen will buy a printer, preferably one that can print individual name tags.**
  - c) **Action Item: Garth will send the registration list to Colleen as the conference approaches. Colleen will print name badges for conference registrants.**
2. Signs
  - a) **Action Item: Michele will look into purchasing a banner for use at our annual meeting and other events.**
3. A/V
  - a) **Action Item: Jens will bring a laptop/projector for use at the conference.** Michele said that the hotel is going to charge \$150 for a skirted screen A/V cart, power and cabling, and a person to set it up.
4. Program
  - a) **Action Item: Jeff will print agendas for distribution at the workshop.**
5. Food



a) The group decided on a pastries and coffee for breakfast, an afternoon cookie break, and an appetizer dinner the first day, and heavier eggs and meat breakfast on the second morning.

**b) Action Item: Jeff will bring a pony keg of TG for the no host bar. If the registrant number goes up, may change to a keg.**

6. Budget (Potential Losses)

a) Our hotel contract is a \$5000 dollar minimum food and beverage purchase. A/V is another \$150.

b) We needed 48 room nights at \$117 a night. If we don't meet the minimum 48 room night commitment, we'll have to make up the difference at \$117 a night. Right now we are at 19 room nights which puts us at a \$3,277.00 penalty.

c) We are looking at a \$5000.00 deficit as of October 19<sup>th</sup>.

7. Final Announcement/Agenda

a) Jeff inadvertently left two presenters off the agenda. He will add them to the agenda and finalize time slots for each speaker.

**b) Action Item: Jeff will send out the final agenda next week.**

### III. Annual Meeting Timeline (1500-1515)

A. Review Planning Timeline

1. The meeting is Feb. 19<sup>th</sup>-22<sup>nd</sup>. We need to start locking down the sessions.

2. We need to get as much done as we can for the fall piscatorial press.

**3. Action Item: Todd will contact Heather Stanley to get the program construction process started.**

**a) Action Item: Todd will get in touch with Rich Grost to see if Pacificorp will pay for printing costs.**

B. Important Dates / Deadlines

1. Call for papers

a) First call for papers will go out in the fall PP. Todd will work with Kara Anlauf-Dunn to get the abstract submission database up and running.

2. Abstracts

a) The abstract deadline will be December 14<sup>th</sup>.

3. Registration

**a) Action Item: Garth will open the registration ASAP and the early registration cutoff is scheduled for January 11<sup>th</sup>.**

4. November 30<sup>th</sup> second call for abstracts and December 14<sup>th</sup> for the abstract submission deadline.



5. Hotel Block
  - a) Room block closes January 18<sup>th</sup>.

#### IV. Annual Meeting Program (1515-1730)

##### A. Program Theme (1515-1530)

1. Decide on theme
  - a) To build on last year's theme of Weaving fish into our social fabric, this year's theme will be "Building partnerships and community between fish and folks."
2. Integrate a session on socio-economic/politics in fisheries management.
  - a) How do you keep momentum in the face of folks vacating positions (knowledge transfer)?
  - b) How do we keep ourselves relevant in the community (in a good way) and increase local buy in.

##### B. Plenary Session (1530-1600)

1. Speakers
  - a) Todd discussed potential speakers and indicated that Senator Merkley had declined the invitation to present and that he had not heard anything back from Judge Redden.
  - b) Todd indicated he is trying to get two plenary speakers but one would work. He is currently in communication with Amy Unthank, USFS biologist.
  - c) Typically the plenary session lasts for an hour and a half.
2. Honorarium
  - a) There is a \$1500 honorarium to pay the speakers for travel etc. Meeting registration, lodging, and a banquet ticket are also provided.

##### 3. Speaker's Dinner

- a) **Action Item: Todd will book the plenary speaker dinner.**

##### C. Workshops (1600-1630)

1. Topics
  - a) Matt Dinnison from Sitka Technology group Monitoring framework questions (new tools)
  - b) Genetics 101-Steve Amish
  - c) Jennine Castro-How to publicly speak in front of a multi-use community.
  - d) Writing workshop for the 2014 meeting????



e) Costs for presenters to attend meeting – presenters will be required to register for the meeting if they plan to attend.

2. Organizers

3. Cost

a) Cost of the workshops will be based on workshop duration - \$75 if a half day and \$125 if a full day.

D. Technical Sessions (1630-1730)

1. Invited Symposia- – Potential symposia identified include:

a) External committees, each should each chair a symposium  
b) Steve Kucus-Session to allow senior biologists to share wild ideas that just might work.

d) Student presenters will be integrated into the symposium best matching their presentation topic and they need to present before the business lunch. Recommended that undergraduate students could be more involved by convening a session including recruiting presenters.

d) Gillnetting

e) Non-Game Species –possible convener Jim Capurso

f) Conservation Strategy Session –possible convener Demian Ebert

g) Lamprey Session

h) Hatchery Techniques/Management/ Research

d) Monitoring and management post-dam removal

i) Predation (non-natives)

j) Screening/Passage

k) Water Rights

l) Lake Limnology

m) Hatchery/wild RRS/genetic fitness

2. Poster Session

a) Chair - We will advertise for a poster session chair in the PP, with Bill as the primary contact.

b) Food – Michele will review previous contracts and order accordingly.

2. Call for Abstracts

**a) Action Item: Todd will work with Kara to get the abstract submittal form/site up and running.**

3. Time Management

a) Time management was better last year, there continues to be a need to remind the session organizers early and often.



- b) We agreed that, unless there was a specific and justified request, students would be better used in other places than for time management in session.
- 4. Advertising the Meeting – We need to increase meeting announcement distribution to increase attendance and attendee diversity.
- 5. **Action Item: Todd will a distribution list comprised of agencies, tribes, and various organizations to send correspondence on the annual meeting.**

Team Building and Dinner (1730)-) – A Success!

**Saturday, October 20<sup>th</sup> – 0830-1000**

#### V. Annual Meeting Logistics

- E. Review Hilton Contract (0830-0845)
  - 1. Room night minimum
    - a) Our contract has a 355 room night minimum.
  - 2. Lodging rates
    - a) The River House will honor government per diem rate
  - 3. Current per diem rates for Bend
    - a) Meals = \$61.00, Lodging = \$89.00
  - 4. Food commitments
    - a) Although we didn't have a figure handy, Colleen indicated it's never been an issue to cover the food commitment.
  - 5. Rooms / Space
    - a) Space for 5 concurrent sessions.
    - b) Jam session space during the poster session (downstairs in same room).
    - c) Rooms for 3 workshops
- F. Registration (0845-0915)
  - 1. Registration costs
    - a) Student registration will be \$25
    - b) Members and non-members
      - 1) Early registration-\$135 for members, \$185 non-members, \$100 retired member, \$125 retired non-member.
      - 2) Price increase of \$50 across the board after the early bird deadline.
  - b) Registration Cost Increase?



- 1) ExCom decided not to raise the registration fee this year due to budget reductions across the state.
- c) **Action Item: Garth will get the registration site up ASAP.**
2. Vendors
  - a) Colleen recommended including registration to the meeting in vendor registration cost. The Vendor costs were \$400 for profit and \$100 for non-profit vendors/organizations in 2012 plus registration.
  - b) Vendor registration will be increased to \$450 for profit and \$150 for non-profit organization, with no additional meeting registration costs.
3. Fish-out-of-water (FOOW) waivers
  - a) Budgeted for 10 at \$135. Applications will be due on the 11<sup>th</sup> of January. Will institute a firm deadline for FOOW applications.
  - b) **Action Item: Colleen will update information for FOOW applications on the website.** Applications to be submitted to the Secretary/Treasurer.
  - c) **Action Item: Colleen will advertise the FOOW on the website**
4. Name tags and lanyards
  - a) We will continue to pay a service to print name tags prior to the meeting. We will have a laptop and printer on-hand at the meeting to print nametags for walk-ins.  
**Action Item: Program chair will acquire the name tags (Todd) and ExCom members who live Portland will hold a name tags stuffing party (Michele, Shivonne, Garth).**
  - b) If possible, we agreed it looked great to have a watermark of the program cover art on the nametags.
- G. Schedule-at-a-glance (0915-0930)
  2. Space Availability (Sessions, Banquet, Poster Session, Breaks, Vendors)  
5 technical session rooms
  3. Plenary Session Timing
    - a) 1-2:30 with a half hour break following to allow the hotel to set up the technical session rooms.
    - b) Technical Sessions start at 3 pm.
  3. Business Meeting / Awards Lunch
    - a) The business meeting is scheduled for Thursday afternoon-1:45-2:30.
    - b) ExCom discussed ways to increase attendance at the business meeting. Suggestions included having committee chairs provide an update, although a concern would be that there is not enough time.  
**Action item: Shivonne will continue to investigate having committee chairs give an update at the business meeting.** Also discussed issuing



raffle tickets at the door for a prize such as an unframed print. The raffle drawing would occur at the conclusion of the business meeting.

c) The awards lunch will be scheduled for approximately 12 to 1:45.

4. Committee Breakouts

a) Will be 20 to 40 minutes in duration and be scheduled following relevant technical sessions. This occurred at the 2012 meeting and worked well to increase participation.

H. Planning Committee (0930-0945)

2. Review roles and responsibilities

a) Todd is the planning committee chair.

b) Jeff will be in charge of the annual business meeting, sponsorships, and budget.

c) A/V-- Will advertise for an A/V chair, though hotel provides most equipment.

d) Facility and food arrangements-Michele

e) Facility and other field trips - Todd

f) Imbibement Chairs – Mike Gauvin and Neil Ward

g) Acoustic Jam session – Advertise the opportunity in the PP, that open to everyone.

h) Poster Chair- – Will advertise in the PP for the chair.

i) Program Guide-Todd

j) Registration-Garth

k) Raffle/Auction-Bill and the raffle/auction chairs.

l) Signs/Banners-Michele

m) Student Coordination-Bill/Kat

n) Student Paper Judging-Brooke Silver

o) Technical Program-Todd

p) Texas Hold'em - Dave Ward and Tom Iverson pending confirmation.

q) Trade Show - Colleen

r) Workshops - Shivonne

I. Vendor Displays (0945-1000)

1. Location for the tradeshow – Will be located downstairs in the great hall, where all breaks will also occur, as well as the poster session, awards luncheon and business meeting

2. List of vendors-Provided to Colleen by Demian.

3. Form, Registration– register via annual meeting registration form/process

J. Sponsorships (1000-1015)





c) Strategies include contacting agencies and organizations that have donated in the past such as: COE, CRITFIC, Smith-Root, EWEB, PGE, working from the worksheet developed by Presidents over the past few years.

**b) Action Item: Colleen will pass forward sponsorship contact information spreadsheet to Jeff.**

**Saturday, October 20<sup>th</sup> – 1030-1200**

**VI. Riverhouse walk-through**

J. Location: 3075 N. Business 97 Bend, Oregon 97701 (*see enclosed map*)

**K. Specific Items to Address with staff?**

**VII. Food tasting with Riverhouse staff**

**Saturday, October 20<sup>th</sup> – 1200-1330**

**VIII. Lunch in Bend (or at Riverhouse)**

**Saturday October 20<sup>th</sup> – 1330-1730**

**IX. Annual Meeting Logistics (continued)**

- A. Decide on Food Options (1330-1345)
  - 1. Banquet Dinner
    - b) Pork Chop, South West Spiced Chicken, Ravioli or stir fry
  - 2. Business Lunch
    - b) Saltimbocca chicken, salmon, ravioli or stir fry
- B. Social Events
  - 1. Imbibements (1345-1400)
    - a) Beer Chair, Needs (# kegs, cost per unit) – anticipate will need 12-14 kegs based on previous meetings in Bend.
    - b) It was noted that we will likely consume more beer per person at the Riverhouse location because it isn't within walking distance from downtown Bend
      - 1) Mike Gauvin will make a recommendation on amounts, and will work with local vendors to secure kegs.



- c) Wine Chair, Wine Needs – **Action Item: Colleen will ask Neil Ward to secure the wine.**
- 2. Banquet (1400-1430)
  - a) Michele will add meal choices to registration site
  - b) Raffle Auction - Bill
    - (a) Luke Whitman and Nick Zymonas have volunteered to be the raffle/auction chairs.
    - (b) Action Item: Garth will look into getting North Fork Composite rods for the auction.**
    - (c) Auctioneer - Bill will book the same auctioneers (Severson) from last year.**
  - c) Texas Hold'em
    - 1) Organizers-Dave Ward & Tom Iverson
      - (a) Action Item: Todd will contact Dave and Tom about organizing the card game.**
  - d) Entertainment
    - 1) DJ vs. Band
      - (a) Action Item: Todd will look into getting the band.**
- 3. Student-Mentor Mixer (1430-1500)
  - a) Format
    - 1) **Action Item: Michele will work with the Riverhouse to secure appropriate tables.**
    - 2) Have numbers on tables for rotation purposes instead of name placards.
    - 3) **Action Item: Bill will get a list of the mentors names posted on the website so students can Google them for potential questions. Registration site has a box for people interested in mentoring to check.**
  - b) Food / Drink- We need enough food for 80-100 folks
- 4. OSU / ODFW Mixer (1500-1515)
  - a) Location, Timing – The mixer will be located downstairs and start at 5 pm and go to 6 pm on Thursday evening
  - b) Sponsorship commitment
    - 1) OSU and ODFW co-sponsored the mixer at \$1000 each at the previous two meetings.
    - 2) **Action Item: Bill will contact Dan Edge (OSU) and Shivonne will contact Charlie for sponsorship commitments.**
- 5. Awards (1515-1530)



- a) Professional Awards
    - 1) Michele thought that the existing awards chair, Mindy Simmons, had now moved to DC.
    - 2) **Action Item: Colleen will contact Mindy regarding chairing the awards committee and she will step up and chair if necessary. She will also identify who is on the committee with Michele and rouse interest.**
    - 3) The nomination submittal deadline for award nominations will be January 11<sup>th</sup>.
  - b) Student Scholarships Online Submission
    - 1) **Action Item: Michele will coordinate with Scott Heppell and Kara to improve the online scholarship submittal form and will get Scott's contact info for the fall PP.**
    - 2) The form needs to go live as soon as possible.
6. Cover Art
- a) **Action Item: Todd will advertise the cover art competition in the fall PP and send directly to Kat so she can circulate amongst the students by December 14<sup>th</sup>. \$100 dollar prize.**
7. Volunteers
- a) Make sure volunteers/mentors check the box on the 123 site.
  - b) We secured one handicap room for the volunteers.
  - c) We will secure 6 larger suites for the student volunteers.
  - d) **Action Item: Bill will get in touch with Dan Edge (OSU) to see if the university can fund two more student volunteer rooms.**
  - e) **Action Item: Todd will advertise for a new poster session chair in the fall PP.**
8. Online Evaluations
- a) DATAGLE is the website Demian used to create the online evaluation form for the 2012 meeting. We agreed this was a great tool and ExCom would like to continue use of the on-line evaluation form again in 2013.
  - b) Instead of printing the on-line evaluation form in each program, we agreed to post a link to the DATAGLE site for the program, and have copies of the evaluation form available at the registration.
  - c) **Action Item: Todd will get the online evaluation site up and running.**



d) **Action Item: Todd will insert a link to the online survey in the program and on the website.**

## X. Chapter Business (Round 2)

### A. Secretary-Treasurer Update (1530-1600)

#### 1) Chapter Budget Update

a) Garth gave the group an update on the fiscal year budget. It was noted that we are falling short on projected number of registrants for the Run Forecasting Workshop and we'll likely absorb some costs associated with not meeting room requirements. This will impact the budget to some extent.

b) Garth noted our actual spent amounts versus forecasted costs for the fiscal year are tracking well. To date we have budget excess of \$2,784.87 resulting from coming under budget on several line items.

#### 2) **Action Item: Garth will email the updated budget to ExCom.**

#### 3) Recent Income and Expenses- September 28th, 2012.

- i. Business Checking-\$ 100,201.48
- ii. One debit in September totaling \$156.51
  1. Check 1120-\$156.51-Michele Weaver Reimbursement
- iii. Western Division-\$ \$10,780.52
- iv. Money Market-\$100,083.67
  1. Interest accrued in September-\$6.11
  2. Interest accrued in 2012-\$83.67

### A. External Director Update (1600-1700)

#### 1) External Committee Updates

a) Tabled until the next conference call

b) **Action Item: Shivonne will send Kara final external committee work plans to post on the website.**

#### 2) White Paper Prioritization

a) Shivonne recommended 5 white papers to prioritize for drafting:

##### 1) Hatchery Paper

(a) Sue Marshall previously suggested developing a hatchery/wild fish interaction white paper.

(b) Colleen had some great ideas for a format for this paper highlighting the uses of hatcheries for recovery, harvest, etc. and integrating peer reviewed literature.



(c) Ryan's fish culture committee should be integrated into drafting the paper with natural production committee review to encompass differing perspectives.

(d) Ideally we get this drafted before the next legislative session.

**(e) Action Item: Colleen will work with Ryan Couture to draft a fish culture white paper.**

2) The importance of monitoring

(a) Why is monitoring important?

(b) Tabled for now and we will address this issue at our annual meeting monitoring workshop.

3) Wave/alternative energy paper

(a) We can build from National's paper on wave energy to form our own white paper.

(b) Colleen mentioned that Ken Homolka (ODFW hydro program leader) volunteered to assist with drafting of this white paper.

**(c) Action item: Shivonne will contact Scott Heppell regarding the development of a wave and alternative energy white paper and identify what topics they anticipate the paper covering.**

4) Suction dredge mining

**(a) Action Item: Shivonne will task the freshwater habitat committee to develop this white paper.**

5) Water withdrawal allocation

**(a) Action item: Shivonne will task Jeremiah's legislative committee to develop this white paper.**

3) Legislative Liaison Contract

a) Shivonne hasn't had a chance to talk to Sue. Tabled until the next call.

4) Voting to select a program chair for the 2015 annual meeting separate from the president elect.

a) Michele motioned that we will work with the planning chairs of the 2015 National meeting to select a program chair separate from the president elect. Shivonne seconded the motion. The motion passed unanimously.

**C. MEETING ADJOURNED AT 5:36**