



*Oregon Chapter
of the
American Fisheries Society*
OR Chapter AFS: PO Box 8062 Portland, OR 97207-8062

To: ORAFS Executive Committee
From: Natalie Scheibel, Secretary
SUBJECT: Minutes from the ORAFS Executive Committee Teleconference- Thursday, July 12, 2018
3:00 PM – 5:00 PM

In attendance: Kris Homel- President; Becky Flitcroft- President-elect; James Bartlett- Vice President; Daniel Pokorny – Secretary, Mt. Hood Community College Subunit; Shivonne Nesbit – Past President; Jason Brandt- External Director; Kevin Stertz – Internal Director; Katie Pierson- Treasurer; Tony Siniscal – Financial Sustainability Chair

3:04 p.m. Kris- Call to Order/Additional Agenda Items/Establish a quorum

President- Kris Homel

- Received the Chapter of the Year award from the Society
 - Action Item: Kris will include award announcement in the Piscatorial Press email.
- WAFWA plans for booth set up/ content/ name badges/ etc.
 - Saturday through Tuesday
 - Set up a booth and give away mugs and brochures
 - Show plaques and Becky's banner for the upcoming meeting
 - Name badges will be ready for that meeting and need to figure out how to pass along the duties to each attendee – Saturday Kris is coming at midday (11 am or noon)
 - Becky and Kris will coordinate setup for the booth
 - Katie forwarded email from the conference organizers
 - At the booth: answering questions and talk about the upcoming meeting – try to get people to attend – try to get sponsors – highlight the Chapter of the Year award and the role ODFW plays in the success of the ORAFS Chapter (thanks for all the support)
 - Becky has a draft letter to sponsors and vendors – just waiting on the logo
 - Mileage, hotel room support, should cover the mileage for those not taking a state vehicle
- Governing Board (GB) Report is filed and next year the GB will have guiding documents for incoming President to better aid in preparing future reports
- Filed the quarterly ethics report
- Michele Weaver – Michelle is serving as the ORAFS representative for the Western Division process to prepare more clear rubric and a streamlined application process for the WDAFS Chapter of the Year Award
- Spring Retreat minutes out soon

- July WDAFS call – Went over the WD Meeting - \$500 from the BLM will be categorized as a meeting sponsorship for the Bend AM
- Updating our website – website overhaul – WordPress works fine but could streamline it and change the theme – we do have disbursement funds this could fit into that category – would increase the value of the website – remove redundancies
 - Relieve some of the burden from the webmaster
 - Invest and could make things more streamlined
 - What the cost would be to improve the website? – would need guidance
 - Action Item: In August - ExCom look at website and suggest changes, collate and get them to Lora then she can get a proposal and submit the budget to Ex Com.
- Email voting – topics that need discussion will be on calls
- Brochure – Ryan Battleson will be back in town soon to get working on revising our brochure to be ready before the AM
- Requests:
 - Jason Dunham- Bull Trout library help- receiving and managing funds – pursuing funding through Patagonia – hire student or someone to compile a database and asking if AFS will receive the funds and then administer them- needs to go through a nonprofit
 - Discussed how that would work as far as taxing and how it would actually work
 - Would it look like a student award? Or grant for the project?
 - Non-profit pass through? Other examples – usually charge a fee to administer funds – Katie said it would not take too much time to write the checks and get the money distributed, but would need to see if it is more involved than that
 - Good idea? (Kris) Jason – concerned about the time commitment ; Kevin would support it, but if it could be done with someone else that would be good; Becky said that Jason mentioned thinking about if ORAFS could archive the info (might be better if it is through ORAFS); It was discussed that that may be a lot of info – not sure what our website can handle – generally supportive but not specifically sure if we want to get involved financially or with the database – will get in touch with Jason and relay questions and get some more answers
 - Britta Baechler- WD Student Colloquium – incoming formal request \$500-\$1000
 - Katrina Dunn- Sponsor national AFS meeting – sent out link with sponsorship levels or certain events or awards- in the past ORAFS has opted to sponsor specific sections, such as the Equal Opportunities section (EOS)
 - Donating things to the raffle auction, Skinner Award, Equal Opportunity etc. have been discussed in the past
 - Sponsoring students - Sponsor at any level (can for Skinner)
 - Decide between EOS or Skinner to sponsor directly
 - Katie made a motion to award \$500 to the EOS; Kevin seconded and there was no discussion; motion passed unanimously.
 - Shivonne will cc Katie on email for the support to get to the EOS (\$500)
- Troy (not on call) mentioned a letter of support for Brenda McComb –Oregon Forestry Board – do we support her and do we want to sign a letter? Looking for a formal endorsement by September
 - Follow up questions will go to Troy Brandt
 - Who are the other candidates? With the letter does that just say we think she would be a good candidate – could we support multiple candidates? We could just say that we think she would be qualified
 - Conference call with the candidate? Can we set that up?

- What kind of content will be in the letter?
- Review and come back to this
- ExCom has done something like this in the past and we can look to our Legislative Committee Chair for guidance

Past-President- Shivonne Nesbit

- Brainstorm 2019-2020 officers - would like to focus on President-Elect
 - List of potential candidates on the drive: administration > recruiting
 - ExCom members should brainstorm – Pres-elect; any position that does not have an incumbent
 - President-elect > anyone through the University or the tribes?
 - Internal Director
- Action Item: Shivonne will start a google sheet for ExCom recommendations.

President-Elect – Becky Flitcroft

- Will start scheduling Annual Meeting planning calls soon
- Table volunteer compensation until planning calls start
- If there is anything (i.e. financial matters) ExCom needs to vote on the call will be started 30 mins before to get the votes done
- Advertise ORAFS Annual Meeting dates with National AFS and Western Division
- Annual Meeting Planning update
 - Confirmed workshop (GIS and Hatchery Innovations)
 - Will talk to Gabe Sheoships about the DEI Workshop
 - Getting plenary speakers
 - Sending out call for symposia in the Piscatorial Press
 - Draft sponsor and vendor letter sent to Kris and Shivonne

Vice President – James Bartlett

- James is working on finding an Auction & Raffle Chair
 - Going to contact Kevin Rybacki (raffle chair for 2018 meeting)

Internal Director – Kevin Stertz

- Discussed 2019 Spawning Run committee chair (Michele Weaver volunteered)
- The Eugene Hilton was bought out by another company
 - Kevin is going to discuss this with Jason Youngblood (ORAFS contact at the Hilton)
- Still looking for a Sun River location for the Fall Retreat
- Need to review the Bend Annual Meeting contract
- Mentioned the Google Drive needs some house cleaning (duplicate Bend 2019 folders)

Treasurer – Katie Pierson

- Treasurer's Report
 - Accounts Update
 - Business Checking

○	June	06/01/2018	\$68,425.20
		Credits	\$6,429.63
		Transfers	\$0
		Debits	-\$9,732.30
		Checks	-\$1,514.01
		<hr/>	
		06/30/2018	\$63,608.52

- The \$9,732.30 debit was transferred from checking to Investment account as per our Financial Sustainability Plan and Investment Policy, to maintain one operating budget in the checking account.
- Moved excess money from the checking account into the investment account
- Still seeing credits show up in the account from 123 signup.
- Payed out Joseph Gregoire for the aquaculture conference
- Talked to CPA and started the doing the taxes with him

External Director – Jason Brandt

- Committee reports for the Piscatorial Press (PP)
- Co-chair Ashley Knight is stepping down from the Marine Habitat and Ecology Committee
- Erik Kancler signed the Legislative Liaison contract
- Climate Change Committee chair status – still looking
- Native Fish will have a flyer in the PP for their workshop September 18-19

Secretary – Natalie Scheibel

- Natalie moved to approve the May minutes; Katie seconded and there was no discussion; the motion passed unanimously.
- Katie moved to approve the June minutes with edits from ExCom; James seconded with no discussion; the motion passed unanimously.
- Piscatorial Press status

Student Representatives – Daniel Pokorny (MHCC)

- OSU update – No report
- MHCC update
 - Planning trips and activities for the year (crabbing, volunteering, etc.)
 - Get back to school September 25th

Financial Sustainability committee update- Tony Siniscal

- Tony will be providing an overview of our financial goals and the structure of our finances.
 - Formed the Financial Sustainability Committee (FSC) with Troy and decided need to figure out chapter finances and the future
 - Tony explained why we needed it and what the committee does
 - Committee meeting next week (July 17, 3-4 pm)
 - Financial Sustainability Planning and Investment Policy (FSPIP) for review
 - Genesis of FSC in 2014 – long-term finances came to attention, wanted some long-term plans to keep spending and making money while investing and having some money that generates some extra money to spend on future meetings, scholarships, etc. Rules and policies are in the FSPIP
 - Checks and balances
 - Gave a presentation at National about the financial sustainability of the Chapter
 - Revamped the operating budget and designated funds (special donors, special funds, etc.)

- The FSC came about as a way to save money and have the investments make more for the Chapter; prior savings accounts were not making much interest. Get small royalties from ORAFS gear and depended on the revenue from the annual meetings
 - Encourage in the budget to document why things are added or removed to keep a record for future executive committee members
 - Project income from the annual meeting from the proposed budget and the predicted attendance
 - 1 year operational budget sits in the checking account, the 2nd year gets put in CDs or savings account, CDs can mature every 3 or 6 month
 - In the investment Charles Schwab account Troy has been mainly investing and managing the account. The FSC meets quarterly to look at the performance.
 - Kris asked how decisions were made on who we invest in and whether the portfolio reflects our values. Tony said that Troy has taken the lead on those decisions, but they are ultimately decided by the committee. There is also guidance in the sustainability plan that advises against risky or prospective investments. Decisions on who we invest with try to keep to the mission of ORAFS, although with mutual funds it can be difficult to always know where the money goes.
 - Performance – 2016 August moved \$200,000 into an account. Then added \$118,000 of Chapter funds, which was anything beyond the operating budget. It has not quite been 2 years and the investments have already generated \$15,000 was disbursed from the investment account (off investment gains). A percentage of the gains go towards restricted and designated funds.
 - Anytime we make money we will create new projects or programs, beyond Annual Meeting associated things.
 - The FSC worked to update and improve the FSPIP. Tony wanted to know if the FSC PSPIP could be approved by ExCom, as it was submitted in February.
 - Discussed Disbursement Strategy, how and when the money will be disbursed. Ultimately the FSPIP is separate from Disbursement Strategy. The disbursement strategy will be subject to change.
 - Katie moved to approve the Financial Sustainability Planning and Investment Policy (FSPIP), with Shivonne's edits and without the Disbursement Strategy; Shivonne seconded and there was no discussion; motion passed unanimously.
 - Action Item: Katie will work with Tony on the Disbursement Strategy.
- Meeting adjourned. Next meeting will be at 3:00 p.m. to 5:00 p.m. on Thursday, August 9, 2018