



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- Tuesday, January 8, 2019
3:00 PM – 5:00 PM

In attendance: Kris Homel - President, Katie Pierson - Treasurer, Shivonne Nesbit – Past President, Jim Bartlett – Vice President, Jason Brandt – External Director, Anna Klundt – MHCC Treasurer, Kevin Stertz – Internal Director, Natalie Scheibel - Secretary, Becky Flitcroft – President-elect

Kris call to order 3:00 PM

Vice President – Jim Bartlett

- Auction and raffle – moving forward and collecting small items, no larger trips yet
- Will update the auction and raffle donation google sheet
- Student paper judging – Johnny Armstrong will be leading this again
- Contacted Brooke regarding the Student-Mentor Mixer
- Checking on the shirts – women’s and men’s (gray and tan)
- Becky will send the high resolution logo to Jim
- Jim got a chance to look over the student subunits proposals and advocates for both the proposals as they stand
- People may need more time to look over the student subunit funding proposals
 - Action Item: Everyone on ExCom look over the funding proposals this week
 - Will do an email vote on OSU and MHCC funding – a week from now

OSU Student Representatives – Brooke Schlipf, Sarah Busmire (not on call)

- Started off semester with a game night
- Working on the Student Subunit of the Year application
- For WD Student Subunit of the Year application– would like ExCom to look at it
- Working on the Student-Mentor Mixer planning
- Have a call coming up for the Student-Mentor mixer and get topics from mentors
- Calendar fundraising has been doing well (made about ~\$500 so far)
- Working on planning more events, Shivonne and Becky from AFS will be coming to speak at OSU

President- Kris Homel

- Website
 - Vote to approve website updates? {Waiting for final quote}

- Estimated it would be a few hundred dollars to update (includes new theme, new photos, becomes mobile friendly, latest version of softwares)
- Climate paper update – working on a multipage letter
- List of potential projects to fund with Disbursement Funds
- WDAFS membership committee – need representatives from all the state chapters, compare the WD and OR Chapter List, Natalie will take on the role after March, Jason will cover until then
- 150th AFS celebration (ORAFS poster or items for display?)- asked for all of the Chapters to create a poster or historical display, will likely be sending the incoming President-Elect
 - Michele Weaver and Mike Gauvin assembled materials for the ORAFS 50th anniversary and that is on the website – should be able to use some of that to contribute
- Election timing- last year had voting open for the month of February
- Talked about Code of Ethics – voting on the changes to update the Code of Ethics at the 2019 business meeting
 - Update Chapter on the changes when we send out the notice for elections
- Action Item: Kris will look over the Code of Ethics, identify language to update, ExCom will review, and then send out to membership.

Past-President- Shivonne Nesbit

- Ad Hoc ORAFS Communication Committee – nothing to report, still working on this
- Recruiting the next ExCom –still working on getting candidates
 - Will announce that an email will come out in January or February with candidate statements and state the prospective dates of the election in the Piscatorial Press
 - Shut down has delayed things; but Shivonne doesn't want to pass anyone over
- Career Counselor list- developed to do more than just the Student-Mentor Mixer
 - Share with students and early career professionals to build networks
 - We don't advertise and don't have it on our website, but we should add it. Where should we put it though?
 - It is on the google drive so we can use it more, but it is underutilized at this point.
 - Career Counselor email – should probably fall under the Vice President, not sure where requests are ending up right now. Could have a write up on the website and a link to the email. People would usually email Steve Kucas (coordinator) and he would send them the list.

President-Elect – Becky Flitcroft

- Annual Meeting Planning update
 - Working on the program
 - Furlough is causing communication issues with moderators and presenters that are federal employees
 - Final count of talks = 204; downside is the agenda is very full and will have to cut into the Awards Lunch
 - The only internal meeting we have right now is for Native Fish. Are there others that need a spot for a committee meeting?
 - Jason hasn't heard about any others requesting time for a meeting except from the climate change folks who will be there and would like to have a meeting
 - Deadline for the program is at the end of the month (Feb. 1, 2019)
 - Need finalized list of posters, request for committee meetings, etc.
 - Trying to reduce the number corrections to the program, but will be difficult with the shortened deadline this year

- Needs photos from ExCom and a letter from the President (Kris)
- ExCom photos folder on the google drive
- Heather Stanley and the band have signed contracts, Becky will get those to Katie
- Planning call this Friday, January 11 from 2:30-4:30 PM
- Have been taking info requests and directing volunteer inquiries to Shannon Richardson
- Fish printing- discussed this back in November, but wanted to revisit
 - Value added for our members, Bruce Koike has given back, and if we have space on Friday afternoon it would be a good event to have him host.
 - Kevin said there is a room available until the end of the meeting, but needs to double check on which room and until when. Slightly concerned about having it so that one vendor gets to run a workshop at our meeting and charge for it, but other vendors are not. Maybe the annual meeting is not the right time and we could sponsor him at another time for a workshop, potentially do it at the Native Fish workshop or at a grade school classroom
 - Could just specify that it is a class, not necessarily a workshop so they don't confuse it with our workshops – combo advertisement – email, Facebook post, flyer at the event
- Any ExCom-only votes/ discussion needed?
 - TV for film festival – if we purchased a TV to show the film festival and then raffle it off
 - If we do that then we will have to forgo some framing
 - Need to discuss with the raffle auction committee
 - Action item: Kevin will look into getting a quote for a TV
 - Could we tap into the AV budget?
 - Try and get a TV donated
- Still working on getting a grant for DEI workshop – Shivonne has been looking into different avenues, but no firm commitments

Internal Director – Kevin Stertz

- Annual Meeting arrangements
- Kevin went over the Cornhole tournament with Alvaro
- Requests for meeting spaces and internal committee meetings and socials
- Needs to see the schedule at a glance and work together
- Would we like to get the 2022 Annual Meeting Venue secured- will draw up proposal, would like to get the next incoming Internal Director involved

Treasurer – Katie Pierson

- Treasurer's Report
 - Accounts Update
 - Business Checking

● December	12/01/2018	\$60,499.39
	Credits	\$7,507.73
	Transfers	\$0
	Debits	-\$96
	Checks	-\$1,143.76
	12/31/2018	\$66,767.36
 - Investments **Will be updated quarterly
 - WDAFS Endowment Fund – Oregon Chapter fund

Balance	06/30/2018	\$21,846.49
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- Charles Schwab ORAFS Investment Account

Balance	9/30/2018	\$376,619.18
Transfers		\$0
Lifetime Gain/loss		+46,374.92 (15%)
Equities/ETFs/Bonds		\$355,487.47
Cash & Cash Invested		\$21,131.71

- Started to pay out things for the meeting and moving money for prior commitments (Native Fish Conservationist of the Year Award)
- WD Endowment Fund – fund was set up before the ORAFS investment account was established, now we have our own account and we do not get any updates about that (WD Endowment) money – if we moved it over that would get rid of another account that we have to report on (taxes)
 - Katie motioned to move funds from the Western Division endowment fund to the Oregon Chapter investment account, and Jason seconded the motion.
 - Discussion – they are using the same investment strategies and if we moved the funds, they would go into the total balance of our investment account
 - There is little to no cost to transfer it over, might be a small fee
 - Does not impact WD bottom line, and the move is supported by our Financial Sustainability Committee
 - Should loop Tracy Went from WD in on an email
 - Motion passed unanimously.
- Katie will contact Troy Brandt and discuss moving that money over
- Kris will join the FSC call on Thursday (2-3pm), any other ExCom are welcome to join
- FSC Meeting
 - Jan 10, 2019 2-3 PM (PST) Conference Call Number: (515) 604-9627 Access Code 761547#
- Bouck Scholarship Update – Katie will get the next draft from them and see how they addressed our comments, moving forward with the scholarship draft document, out to Chris and Steve, then we will review as ExCom again
- FOOW- Jody Stecher is a good candidate- will be presenting and offered to volunteer
- Katie motioned to grant Jody a FOOW, Natalie seconded, and the motion passed unanimously.
- We have 8 more FOOW and a complimentary registration (can award it to honorable member)

External Director – Jason Brandt

- Committee reports
- Spoke with more committees about interest posters for the meeting
- Climate change interest – getting people together for the letter

Secretary – Natalie Scheibel

- Talked about Cvent to replace 123signup – looking into the contract

MHCC Student Representative – Miley Mclaughlin

- Officer meeting after winter break, club meeting 1/17
- Crabbing trip – Newport (Jan. 19) – 16 people
- Excited membership

Meeting adjourned. Next ExCom monthly meeting call will be on Tuesday, February 12, 2019 from 3:00 PM to 5:00 PM.

Addendum:

This section of the minutes was added to capture the decisions made through several email votes (January 23-24, 2019; February 7, 2019) and from a separate disbursement call (January 30, 2019).

January 23, 2019

- Kevin motioned to approve the Mt. Hood Community College subunit's funding proposal for \$1,000, and Katie seconded the motion. There was some discussion about the amount requested, since the MHCC subunit asked for \$1,100 in their original proposal, but decided that the \$1,000 was what ExCom had discussed previously and there is still the opportunity for additional funding to the subunit if necessary later in the year. The motion passed unanimously (all ExCom members voted).

January 24, 2019

- Kevin motioned to approve the Oregon State University subunit's funding proposal for \$1,500, and Katie seconded the motion. There was no discussion and the motion passed unanimously (President, President-elect, Treasurer, Secretary, and External Director voted).
- Katie motioned to grant a Fish out of Water Waiver to Anja Sjostrom, and Jason seconded the motion. There was no discussion and the motion passed unanimously (President, President-elect, Treasurer, Secretary, and External Director voted).

January 30, 2019 (Disbursement Call)

In attendance: Shivonne Nesbit - Past President, Kris Homel - President, Katie Pierson - Treasurer, Natalie Scheibel - Secretary, and Jason Brandt - External Director)

- Jason motioned to approve the Education and Outreach work plan for \$3,000, and Katie seconded the motion. There was no discussion and the motion passed unanimously.
- Katie motioned to use \$700 from disbursement funds for website updates to be performed by a web designer, and Jason seconded the motion. There was no discussion and the motion passed unanimously.
- Katie motioned to grant a Fish out of Water Waiver to Margaret Minnick, and Natalie seconded the motion. There was no discussion and the motion passed unanimously.
- Katie motioned to grant a Fish out of Water Waiver to Cody Catlin, and Natalie seconded the motion. There was no discussion and the motion passed unanimously.

- Katie motioned to approve Cvent for license and abstract fees for three years out of disbursement funds (\$10,086.30) and annual registration fees paid (out of the annual meeting budget each year; with language added to the contract for cancellation options; all pending no other quote comes in below this one by February 3, 2019. Natalie seconded the motion.

Discussion:

Shivonne - I guess it isn't clear to me what happens if we have less than 450 attendees? For many years, we had between 350-450 attendees. It was just the last 2 years that we exceeded 450. What difference does it make if we chose a lower number like 350, 375 or 400? Shivonne had also asked about their termination policy. Natalie and Katie looked into it and were able to get a clause in the contract.*

Natalie - The cost is locked in, but of the registrants we do not use (up to 50) roll over to the following year. If we choose a lower level of registrants and go over, those will be charged at a higher rate (checking what that rate is right now).

Discussed the rate level (number of registrants we wanted to lock in for our rate).

Kris - I like that there is a roll over option of up to 50 pre-paid registrants to the next year. But to Shivonne's point, if we were to select a registration number of 350 or 400, how much would it cost, per registrant, if we exceeded that number at a meeting? Would it make sense to underestimate our registration number (i.e., select 350 or 400) and potentially pay overage fees rather than to pay for registration fees that might not get used?

Natalie - In the contract it says we can add more on if we are over, but they will be charge at a different rate (\$9.05 regular unit rate)** instead of our rate (450 reg. for \$6.21). If we decided to go 400 we would get it for about \$290 less, but be paying \$9.05 each person after 400.

Kris - It looks like through 123 signup currently, we pay ~\$15/ person for registration? So Cvent really does pencil out (even including the annual \$1k more for licensing).

Estimating high: If we estimate at the 450 level and only see 400 attendees, we've lost ~\$300... (50 unused reg. * \$6.21/ registrant).

Estimating low: If we estimate 400 and see 450 registrants, we've lost \$150 (the difference between having to pay \$9.05 per person rather than \$6.26).

I think it is cheaper to underestimate and pay overages than to overestimate and pay for registrations not used. If my math is correct, then it seems the conservative approach is to underestimate (which I would suggest be at the 400 level).

Agreed that the 400 level is suitable for the needs of the Chapter.

Katie - Cvent's customer service is amazing, Mike (Cvent Senior Sales Executive) has worked with Natalie and I on everything that we need. Including Friday night work to get us a contract drawn up for 400 people. Mike says that with that opt out clause* we would just pay the 1st year and get reimbursed everything else. Cvent's money management system will charge the same as 123signup (current platform we use for registration) per client (credit card fees).

Natalie - Using Cvent would allow for the integration and improvement of annual meeting registration, hotel reservations, abstract management, advertising and more. It is our hope to streamline the process for members to participate in the annual meeting, improve communication concerning annual meetings, and to save time for our ExCom members to focus on fulfilling the mission of the Chapter.

*Contract includes an opt-out clause where we may cancel year 2 and 3 of the contract if not satisfied with the services, and year 2 and 3 will be reimbursed.

**Contract was adjusted and confirmed that if we locked in at the 400 person rate we would pay the \$6.26 rate for any additional registrants.

- Restated motion: Katie motioned to get a contract with CVENT for 3 years paying licensing and abstract management fees up front (\$10,086.30), and locking in the 400 registrant rate (\$6.26 per registrant). Becky seconded the motion. The motion passed unanimously.

February 7, 2019 (Annual Meeting Planning Call) In attendance: Shivonne Nesbit - Past President, Kris Homel - President, President-elect – Becky Flitcroft, Natalie Scheibel - Secretary, and Jason Brandt - External Director on the call)

- Becky motioned to approve submitting climate change letter to the Oregon legislature as edited by ExCom, and Jason seconded the motion. Discussed the possibility of a member of our Chapter giving public testimony. May be difficult given restriction for those in state and federal agencies. The motion passed unanimously.
- Becky motioned to accept the revisions to the Code of Ethics, and Shivonne seconded the motion. The revisions were reviewed a final time and ExCom discussed the way to distribute them to the membership. The motion passed unanimously.