



Oregon Chapter
of the
American Fisheries Society
OR Chapter AFS: PO Box 8062 Portland, OR 97207-8062
www.orafs.org

TO: ORAFS Executive Committee

FROM: Josie Thompson, Secretary

SUBJECT: Minutes from ORAFS Executive Committee Spring Business Meeting in Depoe Bay: Saturday, April 28th, 2018 at 0830 to Sunday, April 29th, 2018 at 1100

In attendance: Ben Clemens – Past President (not present Sunday), Shivonne Nesbit – President (soon-to-be Past President), Kris Homel - President-Elect (soon-to-be President), Shannon Richardson - Vice President (half day on Saturday), Kevin Stertz – Internal Director, Dan Bingham – External Director, Katie Pierson - Treasurer, Josie Thompson – Secretary, Rachel Lertora – OSU Student Subunit President, Brooke Schipf – OSU Student Subunit Representative, Anthony Pedro – MHCC Outgoing President, Christian Serrano – MHCC Incoming President, Rebecca Flitcroft – 2018-19 President Elect, Jason Brandt - 2018-19 External Director, Natalie Scheibel – 2018-19 Secretary

Saturday, April 28th

8:38 AM- Call to Order/ Welcome/ Introductions

Review Robert's Rules of Order and Establish Parliamentarian (Ben)

- Ben was established as the parliamentarian.
- Ben explained that Robert's Rules of Order are used by ExCom to operate and conduct business meetings, as stated in the Oregon AFS bylaws. Adhering to the rules provides structure for meetings that have the potential for input from many people .
- Ben reviewed the steps of the motion and approval process.
- Kris made a note about the minimum quorum requirements for ExCom meetings and votes, which is at least 4 ExCom officers, 1 officer must be a president. Although student representatives are voting members of ExCom they do not count towards quorum.
- Kevin added that in the updated version of Robert's Rules, one now says "those opposed? nay" rather than "those opposed? same sign".

Position Descriptions

Past President – Ben Clemens

- Ben described the presidential series and noted where documents reside that help explain why decisions were made to operate as ExCom does, and that guide ExCom processes and decisions, and also explain the history of what the Chapter has done.

President – Shivonne Nesbit

- Shivonne added that the Chapter handbook is constantly being updated and improved, and ExCom officers need to make sure they refer to it in everything they do, and in order to understand their roles.
- The President's duties include:
 - Oversees monthly ExCom calls and meetings.
 - Creates the Annual Work Plan and Budget based on the Strategic Plan, which is related to the Society's Plan.
 - Ensures that ExCom decisions and actions are aligned with Annual Work Plan and Budget goals
 - Specific Annual Meeting planning and preparation duties, including signing contracts.
 - Represents the Chapter at monthly Western Division meetings.
 - Attends the Governing Board Committee meeting at the National AFS Meeting.
 - Helps manage Google calendar by adding the business--related deadlines, other deadlines and meetings.
 - Organizes the Spring Retreat for ExCom.
 - Approves requests to vote by email according to Robert's Rules.
 - Checks Chapter mailbox weekly or as often as possible.
 - Presides over the Chapter's Business Meeting at the Annual Chapter Meeting.
 - Write President's Corner section for each Piscatorial Press.

President-Elect – Kris Homel

Duties include:

- Plans the majority of the Annual Meeting; delegates tasks to Chairs and others.
- Meeting duties include:
 - Adheres to the Annual Meeting planning timeline / deadlines.
 - First major task is to choose/create the meeting theme and logo over the summer months. This provides the meeting with a brand and allows promotional efforts to begin early.
 - Create letters to vendors and sponsors to allow other Chairs to begin their efforts.
 - Prepare website pages so that they will be ready to post after the fall retreat in September.
 - All of the plan elements can be found in a worksheet on the Google Drive including some benchmark dates. The meeting will be held during the first week of March 2019.
 - Serves as the Chair of the Annual Meeting Program Committee, which requests and receives abstracts for presentations and organizes them into a schedule.
 - Accomplished by assembling a team and delegating tasks.
 - Coordinates meeting logistics and many cross-over tasks with the Internal Director.
- Putting work plan together for the next year when transitioning into the President role.
- Providing support to the President, and attending meetings etc. in place of the President.

Vice President – Shannon Richardson

Duties include:

- Keeps the Chapter bylaws in order.
- Provides the main point of contact for the student subunit representatives and supports their efforts, ideas and growth.
- Serves as the Committee Chair for the Annual Meeting raffle / auction fundraiser and the student social events.
- Not part of Presidential series.
- But could become President-Elect if the President-Elect needed to step down.
- Shannon has offered to take James (incoming Vice President) to a Student Subunit Club Meeting and meet with him to discuss the duties of the office and provide advice and notes on where efforts currently stand.

Secretary – Josie Thompson

- Josie explained the roles she filled as Secretary in addition to taking the meeting minutes for all monthly ExCom calls, keeping a record of all ExCom votes, and coordinating meeting minute editing process:
 - Encourages Chapter membership maintenance, and new member recruitment.
 - Keeps recent and archived membership contact lists on file, and fulfills requests for data on membership.
 - Assists with the Annual Chapter Meeting registration work including membership verifications, creating name tags lists, getting name tags finalized, ordered/printed (and sponsor stamp cards too).
 - Promotes Annual Chapter Meeting through email, social media pages, etc.
- Ben and Katie restated the importance of keeping accurate meeting minutes. Other notes about the minutes included:
 - The desire to attempt to make the Chapter meeting minutes less detailed, more brief, and easier (less time-intensive) to edit and review for all.
 - The minutes are the official public record of Chapter business and help provide proof of our existence as a 501c3 organization.
 - Do not include people's names in the minutes unless it is important or non-sensitive information. Unless people have agreed to be in a certain role, do not include them as people who might be asked, or have declined.
 - ExCom business stays in ExCom meetings.

Treasurer – Katie Pierson*

**Katie will remain as Treasurer since her elected term was for FY18 and FY19*

Duties Include:

- Keeps accurate records of all expenses, income in all accounts including a checking account, a PayPal account, a 123signup account, a Square account, and Investment account and tracks the money we have invested in Western Division on a quarterly basis.

- Maintains the budget in a budget document that can be viewed by ExCom officers at any time.
- Writes checks for payments upon securing Presidential approval
- Serves as the sole approved account holder on the Chapter debit card (though there is a process to add others.)
- Runs and manages the meeting registration website on 123 signup.
- Assists users/members etc. with registration questions and issues.
- Assists in developing and adhering to the meeting budget and the operational budget.
- Sits on the Financial Sustainability Committee with the Past President, and understands and applies guidelines/rules set in the new Financial Sustainability Plan and Investment Policy (FSPIP).

Internal Director – Kevin Stertz*

**Kevin will remain as Internal Director*

Duties include:

- The major duty is to manage the annual meeting logistics and lead logistical planning efforts including reviewing new contracts and contract negotiation.
- Recruits and appoints a Chapter Historian.
- Makes Chapter arrangements, like ExCom retreats.
- Reviews annual meeting billing and assists the Treasurer with the financial summary for the annual chapter meeting.

External Director – Dan Bingham

Duties include:

- Oversees the External Committees' work and helps Committee Chairs reach their work plan goals through consistent and frequent support and communication.
- Assisting external committees with their annual work plan and budget:
 - Legislative Committee – Troy Brandt and Haley Lutz are Co-Chairs
 - Native Fish Committee – Jim Capurso is the Chair
 - Education and Outreach. - Ryan Battleson is the Chair.
 - Diversity Equity and Inclusion (DEI) – Gabe Sheoships is Chair, and his committee awards a scholarship which is part of the designated/ restricted fund budget.
 - Social Media - Demian Ebert is Chair.
 - Marine Habitat and Ecology - Michael Harte and Ashley Knight are Co-Chairs.
 - Fish Culture Committee – Ryan Couture is Chair
 - ACTION ITEM: Ryan Couture's contact information needs to be updated on the website.
 - The External Committee brunch social was a great event.
- Having motivated and enthusiastic committee chairs makes this role much easier.
- It is dependent on the amount of time and effort that the Chairs have to commit, but it is also important for them to feel included in the Chapter business / efforts and to feel empowered. The External Director can help them with this through communication and being their voice to ExCom.

- This effort is made easier by organizing meetings with the chairs throughout the year, as often as monthly, and this is especially important for the Legislative Committee or other very active Committees that need quick turnarounds and responses from ExCom.

Student Representatives (OSU, MHCC) – Rachel Lertora, Brooke Schlipf, Anthony Pedro

Duties include:

OSU

- Communicate Student Subunit efforts and activities with the Vice President.
- Applies for Subunit of the Year Award.
- Attends the monthly ExCom conference call and reports to ExCom.
- It was noted that there is a difference between the Subunit President and the Subunit Representative. These are different roles, the President can also be the Representative, but they don't have to be the President to be a Representative. The OSU Subunit now prefers to have a current Representative and an incoming Representative.
 - The new incoming or secondary Representative is an online student named Sarah Busmire.
 - ACTION ITEM: Sarah's contact information needs to be added to email lists and the website.

MHCC's Additions

- MHCC's Club is an official ORAFS Student Subunit now after a long, 1-year process.
- They have one Representative position, which has been filled by Anthony, who was also President. Both roles will now be assumed by Christian Serrano.
- They added that the Representatives are encouraged to attend the WD Student Subunit monthly call.
- Assists with organizing the Student-Mentor mixer event at the Annual Chapter Meeting.
- Attends ORAFS ExCom retreats and provides input.

Communication and ExCom Logistics

Incoming ExCom Email/ Contact Info

- Email addresses for ExCom and other related ORAFS communications were collected.
- New ExCom officers were informed that they can reply to email messages through the website, in which case their personal or work email addresses will not be shared, just the official ORAFS one.
- Mike Meeuwig is looking into getting gmail accounts for ExCom.

Email Etiquette Reminders

- Use detailed and topic-specific subject lines; limit content to single topic.
- When you are replying to all and changing the subject, change the subject line (very important, so it's trackable).
- Put "AFS" in the subject.

- If it is easier or more appropriate to discuss something over the phone or in person, don't do an email. Can always request that it be added to the next monthly call agenda.
- Use technology to reduce email traffic.
- Create a professional ORAFS signature line, including the logo, especially for external emails.
- Be careful what you say in email. A good rule of thumb is to avoid including something that you wouldn't want someone to read or have reviewed in a court of law.

Contacting Listserv

- Lora Tennant updates our membership listserv.
- There is also a Chapter news listserv (membership not required), and only the President has send access to this.
- **ACTION ITEM: All - An "early career professionals" listserv has not been created yet, but it has been proposed.**
- Updates to the listserv to President or incoming President (meetings).

Conference Calls to Expect Monthly

- Second Thursdays of the month.
- **ACTION ITEM: Kris will send out a Google calendar update to all for these meetings.**

Retreats

- The big Annual Meeting planning retreat occurs in the fall.
- **ACTION ITEM: Need to schedule fall retreat soon.**
- The spring retreat is for finalizing the annual work plan and passing the baton from past to incoming officers.
- The retreat meetings are very important for face-to-face communication, and developing work relationships / camaraderie.

Annual Meeting Calls

- These will begin after the fall retreat and can occur on a weekly to monthly basis.

ORAFS Structure/ Electronic Files/ Communication

Website

- The Chapter has a website: www.orafs.org

ORAFS Handbooks

- Good resources.
- **ACTION ITEM: All – Study the handbooks, and edit/update as appropriate.**

Archives

- For the 50th anniversary, the Chapter scanned old ExCom and Chapter meeting minutes, Piscatorial Press issues into the electronic archive.

- A list of all of these documents is now located on the Google Drive.
- The actual documents themselves are located at the Oregon State University Valley Library in Corvallis, OR.

Google Drive

- The use of the Google Drive account is a work in progress. In the 2018-19 fiscal year, the Chapter plans to move most of its business to the Google Drive, rather than attaching Word and Excel documents to emails and sharing them that way.
- The ORAFS ExCom calendar on the Drive is also becoming an important and useful tool.

Workplan/ Budget

- The Chapter has a strategic plan, which is complimented by, or goes hand-in-hand with the Operational budget.
- ExCom officers from the past five years or so have worked hard to bring the Chapter back into financial sustainability, and it is important for the ExCom to take the budget and spending decisions seriously, and to avoid spending more than we profit from the past 3 annual Chapter meetings (3-year-average).

2017-18 ExCom Officer Reports

Past President – Ben Clemens

Parting thoughts, Feedback, and Lessons Learned

- Have fun.
- This is not part of your job, but if you commit to doing something, do it well.
- Learn as much as you can, and jump in.
- Everything to gain, and nothing to lose.
- Communicate constantly, don't assume people know.
- It takes all different types of people and skills to make the ExCom team successful and these differences should be embraced, and utilized.
- The most important part of being on ExCom is serving fish and the people, not winning awards.

President – Shivonne Nesbit

Vision, Feedback, and Lessons Learned

- Shivonne agreed with all of Ben's parting advice.
- The importance of using Google docs to share and edit documents was made clear.
- Also, seeking out and maintaining our institutional knowledge (from past ExCom who are still available) is also key.
- Being an ExCom officer can get overwhelming, especially as the meeting nears, so it is important to keep it fun and work as a team, lean on each other.
- Realize that sometimes people have bandwidth to help and get to things, and sometimes they have less.

- It is common for people in every ExCom role to feel guilty about not doing enough or getting to things fast enough. Just do what you can, when you can.

President-Elect – Kris Homel

Work Plan and Budget

- All are reviewing the proposed 2018-19 Work Plan along with the proposed budget.
- GOAL 1 – Develop programs that advance understanding of fishery science and responsible stewardship of fishery resources.
 - Primary route for achieving Goal 1 is planning and organizing the Annual Meeting (AM), which will be in Bend in 2019.
 - Shannon requested a change of the word “students” to “early career professionals”.
 - Kris encouraged ideas for future workshop subjects and presenters for the AM, and also ideas for stand-alone workshops.
 - Kris encouraged ideas for collaborating, partnering and communicating with other organizations who have similar missions and goals.
 - ACTION ITEM: Kris will send a list of potential partner organizations to ExCom.
 - 1.3b: “Maintain an AFS/TWS liaison between the ORAFS and TWS on issues relevant to both organizations.” It was requested to add language which explains why / how we are replacing the new TWS/AFS Liaison.
 - ACTION: All – Recruit new TWS/AFS Liaison.
 - ACTION: Natalie – Recruit new Piscatorial Press editor.
 - 1.4e “Provide \$1,500 in financial supports for publications, meetings and workshops that align with the ORAFS mission”. First budget item:
 - Some discussion last year about how we award requested donations, and if there should be a more formal process rather than voting to approve the funds *as the requests are received* (in which case, ExCom usually runs out of these funds by mid-fiscal year).
 - This will be discussed further in the afternoon.
 - 1.5 Represent ORAFS at AFS, WDAFS, and National annual meetings. Shivonne is representing the Chapter at National this year, because she is doing a symposium. Kris will represent the Chapter at the annual WDAFS meeting and the WDAFS mid-year retreat.
 - ACTION ITEM: Kris will double-check to see that these are the only two WD commitments.
 - 1.6 “Connect members with opportunities to publish and present scientific findings in appropriate forums.” Can be achieved in many ways such as offering speed-talk sessions.
 - ACTION: Clarify the line in 1.6 of the Work Plan about White Papers, and make sure that it explains the difference between a White Paper and a position paper, as a White Paper does not support or refute.

- GOAL 2: Advocate policies and laws that benefit the conservation and sustainability of Oregon Fishery resources and their aquatic ecosystems.
 - The \$600 is being set aside for external committee requests and/or a large external committee powwow to help with 2.2: Coordinate with Chapter external committees and/or membership to respond orally or in writing when appropriate (to policies being developed for use by fishery managers at local, state. And federal levels.

- GOAL 3: Increase public awareness, understanding, and appreciation of fishery resources.
 - The Chapter supported a Hutton Scholar one time after a couple years of discussion, but the funding came out of the disbursement fund, which is why it isn't in the operational budget.
 - Hutton Scholarship update: There was an agreement for the administration fee to be waived, and in exchange, OSU would do the work of administering the scholarship, also in the hopes that National AFS will choose an Oregon student for us.
 - ACTION ITEM: Shivonne will contact Selina Heppell about progress on the administrative side, and who the mentor candidates will be.
 - 3.1 c. Sponsor up to two teachers who need assistance to attend the 2019 annual meeting in Bend or related fisheries workshop or training. Total award not to exceed \$1,000.
 - This line item will go toward grants for teachers to attend another workshop, or will contribute money to put on a workshop for multiple teachers (group training), rather than being money for attending the AM, as it has been in the past. The AM is not geared towards K-12 educators.

- GOAL 4: Promote development of fish and aquatic science students.
 - 4.1c – ACTION ITEM: Katie will confirm if that money will be donated (a diversity scholarship of \$2,000 from funds donated by an ORAFS member.
 - 4.4 - The idea is to split the \$2,000 (which used to go toward just one subunit, as there was only one subunit in Oregon) between the two subunits and then add \$1000 which will be available to either subunit upon request via proposal application.
 - There was a discussion over this new proposal, and about the subunit's funding sources.
 - The discussion was tabled for later.

- GOAL 5: Support and encourage development of professional members.
 - 5.2.b – ORAFS website.... "Maintain a portion of the web page that supports professionals through information exchange and career opportunities."

- This idea requires a lot of time and effort. Shannon recommended removing this option and just keeping link to the National AFS job site.
- ACTION ITEM: All / Social Media or Communications Committee: It would also be good to provide a link to the website/job announcements, when we post one, on the social media pages, because most people don't visit our website for anything other than the Annual Meeting.
- ACTION: Kris- Check with Michael M. to see if the current jobs board is a lot for him to maintain and if there is a way to gauge how much it is being used. ExCom could really use the stats on how many people visit the Chapter's site.
- Kris proposed another idea which would be to have a volunteer opportunities link on our Chapter website instead.
 - 5.4 – This (10 fish-out-of-water waivers) needs to be included in the meeting budget and needs to be changed so that it says that FOOWs are available to anyone.
 - 5.5 - Should say: "to explore the development of a travel grant application process, in the event that funding is available (like Disbursement)".
 - 5.6 is a new idea, a list of hot topics, research or management work conducted by Oregon AFS members. It may be better housed under goal 1. The list would first be released with the PP and then added to the website.

2018 Annual Chapter Meeting Poll Results

- In general, the Meeting Planning Team received a very positive response.

Vice President – Shannon Richardson

Raffle/ Auction Review

- ACTION ITEM: Shannon / Kevin Rybacki (Raffle Auction Chair): Need to update and revise this section in the handbook as there are details to be added that would be helpful.
- The meeting committee made the most detailed account of raffle auction items ever seen, and so many items were donated, that the "working template" list is now very long.
- Shannon advised the new VP (James Bartlett) to ask the next Raffle Auction Committee to think ahead of time about packaging items together as one item, and to do so several weeks before the meeting
- Alcoholic beverage donations:
 - We are allowed to receive them, but they are not supposed to be consumed on site, and this is something that may be difficult to monitor.
 - Shannon proposed holding the items containing alcohol until the end of the raffle event, or possibly until Friday morning, the end of the meeting.
 - Or they could only be included in the silent auction. This final idea was supported by all.
 - ACTION ITEM: Shannon will add language to the meeting planning handbook about only awarding alcoholic beverage prizes in the silent auction. And also, to

include language in the silent auction instructions which say: "must be 21 or over to bid on this item".

- Shannon has also received feedback that raffle has gotten out of control and is only worthwhile to people with expendable incomes. Ideas to change this included:
 - Limiting the number of tickets that people could put in the pot.
 - Student pricing or pricing tiers for raffle tickets.
 - Having a code of conduct presented at the beginning of meeting or in the program, or something at check-in desk (with a thought to require a signature). This would include a clause about not flaunting your prizes at the raffle/auction event.
 - Split the raffle into categories: blue ticket and red ticket items.
 - Suggesting that those with money to spend could consider giving some of their tickets to those that don't.
 - A final point was made that it is a fundraiser event, which creates a lot of profit for the meeting, and the primary goal is to make money and make it fun.

Student Involvement Review

- Students volunteering for lodging credit
 - When volunteer housing is awarded on a first come, first serve basis there is a tendency for one school to monopolize the available rooms due to their early planning. This makes it difficult to house students from a variety of colleges who are invested in the volunteering process.
 - Several students showed up for the meeting, got lodging and then didn't show up for their volunteer slots.
 - Katie suggested giving reimbursements after they show up for their volunteer work, and according to the number of hours you work.
 - Kris wondered if there are other ways to help encourage students to attend.
 - There was general consensus that there is a need to develop a simpler system that encourages student participation but also holds students accountable and incentivizes sticking to one's commitment.
 - Should be limited about of funds / room spots sponsored, and this should be agreed upon far in advance of the meeting, and not become a moving target.

"Make the Most of Your Annual Meeting" Session

- Should have this as the name, instead of what it was called in the program.
- Make an announcement/promotion at the plenary session that it is happening during the first session, or that it is happening right there after plenary.

Limiting or Not Promoting Alcohol

- It was suggested that meeting registration includes just two drink tickets per day. Any drinks that people would like to consume above that would have to be purchased at the cash bar.

LUNCH BREAK

Secretary – Josie Thompson

February Meeting Minutes Approval

- Katie moved to approve.
- Ben seconded.
- All were favor, no discussion.
- The motion passed unanimously.

March Meeting Minutes Approval

- Kevin moved to approve.
- Katie seconded.
- All were favor, no discussion.
- The motion passed unanimously.

2018 Business Meeting Minutes

- Ben moved to approve.
- Katie seconded.
- All were favor, no discussion.
- The motion passed unanimously.

April Meeting Minutes to be approved the next morning.

ACTION ITEM: Josie – Make sure all of the minutes are saved in a good location, as a pdf, that their file name includes the word Final, and that they are saved with the “FINAL” document watermark.

Feedback and Lessons Learned

- **ACTION ITEM:** Katie and Kris – Proposal to build funding decisions into the agenda with a summary of how each pot of money has already been spent and how much remains.
- **ACTION ITEM:** Natalie - It is preferable for ExCom to receive the action items from the monthly meeting minutes within a week of the meeting.
- Google Drive can be very useful for sharing documents and spreadsheets, especially working or public versions.
- **ACTION ITEM:** Everyone, not just the Treasurer, is responsible for keeping an eye on the budgets for accuracy and being aware of what was spent, how and the remaining funds (in both the operational and annual meeting budgets).

Treasurer – Katie Pierson

2018 Annual Meeting Financial Report

- **\$43,511**
 - Revenues
 - 123signup - total \$89,018

- The square payments - \$15,382
 - Cash and check deposits - \$25,161
 - **\$129,587** TOTAL
- Total expenditures **\$86,075**
- Of the revenue Raffle auction made \$19,072
- It was noted that being conservative with revenue estimates is always a better strategy than taking risks.

End of Fiscal Year Reminders

- Katie reminded everyone to get their reimbursement mileage requests in to her today, and to make sure they cash their checks as soon as possible, as the end of the fiscal year is very near.

Making the Operational Budget Tracking Sheet Available on Google Drive

- No one would be able to edit the sheet except for Katie, but it will be shared for everyone to view.
- Katie also proposed to send the operational budget tracking form in a PDF format, along with the Treasurer's report, prior to each monthly ExCom call/meeting.

Account Management (Cards/ Names On Banking Account)

- In order to put an additional name on the credit card (for example, Kris, current President), and appointment needs to be made with the bank and the Treasurer, Secretary and President all need to be present. Also, the Secretary of State's file for our non-profit needs to have the current officer's names on it, which it should.
- It was decided that Katie will remain as the sole officer who is able to use the card for purchasing. Kris was not interested in being added at this time.

Vision, Feedback, and Lessons Learned

- Katie proposed adding decisions made on AM calls to the next monthly meeting's minutes
- Katie is researching a new meeting registration site which can also handle abstract submissions, and upload files like a membership card, member logo. It is called CEvent. She hopes to vote on a decision to make the switch soon.

Improving Oregon Marine Fisheries Involvement / Participation

- Katie will continue to work on finding ways that ORAFS can support those employed in marine fisheries science and management, encourage their participation and attendance at future meetings, and make them feel like an equal part of the Chapter.
- Katie plans to coordinate a session at the State of the Coast Conference again in 2018.
- Connections might be made with more marine fishery professionals via the Marine Studies Initiative group with OSU.

Soul River Inc Involvement and Collaboration

- Many of the Chapter's goals for public education and conservation are being implemented by Soul River, whose mission is to educate urban youth, not just about fish and fishing, but about healthy watersheds and ecosystems that fish depend on.
- They do this by taking kids out into the wilderness on multi-day trips all over the U.S. and providing them with an experience unlike many of them have ever had or imagined possible.
- In 2017, the Chapter sponsored a table at their annual gala and they served as a non-profit sponsor/vendor at our 2018 Chapter meeting.
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Internal Director – Kevin Stertz

Venue Contracts

- Kevin has signed and/or renegotiated contracts with Annual Meeting venues for the next 3 years as follows: 2019 – Riverhouse in Bend, 2020 - Riverhouse in Bend, 2021 – Hilton Eugene.
- Kevin really appreciates the fact that ExCom was willing to make the commitment for 2021, even though it seems very far into the future.
- Kevin recommends making these commitments far in advance, and right after hosting a meeting at a conference venue to which ORAFS plans to return in the future.
- It can give the Chapter more negotiating power, and makes planning easier for future ExCom members (sometimes with less meeting planning experience).

Vision, Feedback, and Lessons Learned & Other Business

- Kevin encouraged future ExCom to do a longer, proper debrief after the next Annual Meeting, which may involve encouraging everyone to stay on Friday night after the meeting.
- Kevin proposed that the travel grant application funds include more funding for ExCom members to attend WD and the National meeting.
- Options for the fall retreat location/house coming soon.

External Director – Dan Bingham

Status of Work Plans

- Shivonne noted that the work plans should be completed by the external committees before or as ExCom is drafting their work plan.
- It would be ideal if the external committees could get back to spending some time on the work plans at the annual meeting.

Feedback and Lessons Learned

- It is important to remember that the external committee chairs are all volunteers, and some of them have more time to commit than others.
- It is important to encourage and support all of the chairs, but also to recognize and further encourage those who can and are putting in the extra time.

- Ryan Battleson (Education Committee) may be the only external committee chair who is stepping down. And Ashley Knight may be leaving, in which case Michael Harte would need a co-chair (Marine Habitat).
- It was noted that it is also important to include the Internal Committee Chairs in everything that ExCom does; i.e. try to schedule a Chapter Committee Social (like the one at the 2018 Eugene meeting) at a time when the Chairs aren't committed to another event (workshops).

Student Representatives (OSU, MHCC) – Rachel Lertora, Brooke Schlipf, Anthony Pedro
Report and 2018-19 Plans (OSU)

- Rachel and Brooke talked about some of their most successful and popular events from the past year.
- The OSU Club has an upcoming trip to the Finley Wildlife Refuge, and a weekend trip to the coast and OHRC, as well as a few summer events and summer meeting dates.
- Upcoming goals include working on a plan with Britta for the next WD Student Colloquium, beginning with choosing dates and a location.
- Kris talked about some strategies that her WD Colloquium meeting planning team used when she was on the team in graduate school.
- Rachel and Brooke are planning some events based around AFS membership promotion.
- Shivonne said that there is currently just \$1,000 of discretionary funding for each student subunit in the proposed budget (OSU is used to receiving the full \$2,000, but now there are two subunits).
- Kris encouraged both student subunits to use some of the money for fundraising events, and to always ask for as much donated support and waived fees as possible in order to cut down on costs..
- It was also suggested that the National AFS may have grant funding for which they could apply.

Student-Mentor Mixer Results (OSU)

- Rachel passed out the results from the Student Mentor Mixer survey.
- Suggestions for future mixer events included: using more than one room; having ODFW staff and those from other agencies / non-profit there as mentors instead of just professors, and to group the mentors by area of expertise; have mentors talk about their jobs and how they got there and what skills were important; do not provide food (too distracting); Keep mentors on topic. Give them more topics and structure.
- ACTION ITEM: Rachel/Brooke - Make sure you give James Bartlett, the new Vice President, these notes, and anyone else who may be involved in the planning (Kevin, i.e. no catering).

2018-2019 Plans (MHCC)

- Anthony and Christian are very happy about getting to the point of becoming an official subunit but they could use some help figuring out how to get more of their students

- involved and how to keep them engaged. This effort includes finding enough students to commit to being officers for a full year and staying engaged in these capacities.
- The average student age at MHCC is older than it is at a 4-year university and many students also have children. Also, MHCC caps the incoming class size for the fisheries program at 30. Christian currently has three officers committed to next year, including him.
 - **ACTION ITEM: Christian - Have Shivonne, Kris or James/Natalie (any officer) come to one of their first meetings to talk to them about everything that the Chapter and the Society have to offer them in terms of networking and career-building (and to see what more the Chapter can do to support MHCC students, and their specific needs/interests when it comes to finding jobs, resources, and acquiring desirable skills (workshops)).**
 - It was suggested that they always provide free pizza at the meetings.
 - Other recruitment ideas included: job fairs and really gearing their meetings to their students, their motivations and career goals.
 - Anthony talked about how it may be helpful to look outside the program and partner with groups like the Sandy River Watershed Council for planning club events.
 - As they grow as a subunit and do more interesting events, it may be easier to recruit members.
 - Feedback including the importance of providing lodging for student volunteers in terms of getting their students to the AM; for example more MHCC students attended this year than ever have, which was due to the fact that the Chapter prioritized student lodging at the meeting.
 - Christian hopes to have a table for the subunit at the AM next year.
 - **ACTION ITEM: Natalie - Include student subunits on the vendor stamp card so that people will visit their booths.**

Legislative Liaison Vote

- GOAL 2.1 in the Work Plan includes support for a Legislative Liaison contract. This required an ExCom vote to commit \$10,000 of the Operational Budget to hire a liaison, and whether to extend the Chapter's contract with the current liaison.
- Shivonne summarized what the Legislative Liaison has done for the Chapter in the past:
 - The liaison is in Salem and at the Capitol the whole time that the state legislators are in session. S/he spends that time meeting with legislators and their staff about fishery issues and legislation that pertains to fish and fisheries. S/he also asks them about their science and information needs are for crafting/supporting/denying legislation (again, as it pertains to fish and fisheries).
 - The liaison often provides good advice on gaining support for or against specific legislation and next steps.
 - The current legislative liaison has a biology background and he keeps us relevant, as a Chapter Society by maintaining a presence in Salem among state legislators and their staff.
 - The current liaison's fees are relatively low compared to others who have submitted bids in the past, and he is also interest in his contract being extended for another year.

- Ben made a motion to pay for and extend the contract for the current Legislative Liaison into the 2018-19 fiscal year.
- Kris seconded the motion.
- No discussion. All were in favor.
- The motion passed unanimously.

Budget Discussion

- Discussion as to whether we should include \$2,000 for the DEI scholarship in the 2018-19 Operational Budget. Some are not comfortable with including it in the Operational Budget, which should be limited to costs that the ORAFS can continue to support, with some certainty, year after year.
- \$2,000 of the 2017-18 Disbursement Funds can be put towards the DEI scholarship if it does not get funded from an outside donation.
- Shivonne noticed that the budget does not include funding to support students attending the WD Student Colloquium. But, it is uncertain how much will be needed.
- As an alternative, it could be added to the Student Discretionary Support line item.
- There was discussion over how much should be allocated to this line item since the Chapter now has more student involvement (including two subunits) than ever before. In the past, one person has been sent to the Student Colloquium as the Chapter representative, and the Chapter has committed \$500 to supporting travel costs.
- It was noted that 2017-18 Disbursement funds cannot be added to items in the 2018-19 Operational Budget.
- Ben made a point that the student discretionary support line item should be specific in terms of how much will be allotted to the OSU and MHCC subunits.
- **Student Subunit Funding Decision / Vote**
 - Kevin made a motion to approve the 2018-19 Operational budget with an additional \$500 for OSU Student Subunit funds, giving OSU \$1500, and MHCC \$1000.
 - Josie seconded.
 - No further discussion. All were in favor.
 - Motion passed unanimously.
 - **ACTION ITEM: Katie will work with the student subunits on the timing of their "Use of Funds" Reports and their "Chapter Funds Proposals"**

New Business

Financial Sustainability Planning and Investment Policy (FSPIP) Background

- Katie gave some background on the past poor financial status of the Chapter up until just a few years ago. After this experience the FSPIP was created.
- Once the investment accounts began to make the Chapter some money, the Disbursement Strategy was created and added to the Policy in October 2017.

Disbursement Strategy Background and Current Status (of First Disbursement in History)

- The Chapter received about \$14,000 for the 2018 Disbursement in October of 2017. \$4,000 of this pot of money went towards the Hutton Student Scholarship.
- ExCom was very busy with meeting planning and ran out of time to decide how they wanted to allocate / spend the funds before the assumed deadline (i.e. now, i.e. end of 2017-18 budget cycle).
- ExCom needs a more formalized process / guidelines for spending any received disbursements funds in the coming years.
- Process decisions may include: categories, scoring and timing of decisions.
- The following ideas were proposed or discussed:
 - Make the process the same for spending the disbursement and sponsorship requests. However, at the moment, the disbursement funds come to us mid-fiscal year. Also, the sponsorship line item must always stay in the Operational Budget, so it doesn't get forgotten, especially for years in which the Chapter does not get a Disbursement.
 - Donating the entire (or partial) disbursement to a non-profit or a group like OWEB (or our Freshwater Habitat Committee) and let the experts decide on how to best put it toward restoration.
 - Divestment out of corporations and business that have harming effect on the environment.
 - Not spend the divestment until the following budget cycle, in which case, ExCom would know exactly how much disbursement funding they have to spend at the beginning of a budget cycle and at a time of the year when the workload is lighter.
- **ACTION: Kris - Schedule the Financial Sustainability Committee to join the next ExCom monthly meeting call to discuss certain stocks / industries / areas in which we should not invest as a Chapter that supports species and biodiversity conservation (i.e. fracking, fossil fuel extraction, habitat destruction and water quality impacts) and what would it take to do this (and what would be the drawbacks i.e. lower profits).**
- **ACTION ITEM: Kris / Katie – Talk to Tony and Troy about changing the Disbursement Strategy so that the Disbursement can be spent in the upcoming Budget cycle, and managing the fund as a designated or restricted fund.**
- Current Status of Disbursement, Current Proposals, Remaining Funds for 2018-19 DEI Scholarships
 - Current Status

Payment	Recipient
\$ 14,904.00	Disbursement Transfer 2018
\$ (4,000.00)	Hutton scholar for Summer 2018
\$ (850.00)	ORAFS workshop
\$ (300.00)	Kellie Carim
\$ (1,000.00)	AFS

\$ (850.00)	WAFWA
\$ (1,000.00)	MHCC Fisheries Club

- Remaining disbursement: \$6904
- DEI Scholarship Approval
 - Ben made a motion to earmark \$2,000 for the DEI scholarship for FY19, if funds do not get donated.
 - Dan seconded the motion.
 - No discussion, all were in favor.
 - The motion passed unanimously.
- Approval for Soul River Deployment Support
 - The Oregon trips and associated costs to support one student are: Owyhee trip - \$1100, Ochoco trip - \$700, Willamette trip - \$625
 - If ExCom supports one of each, the total adds up to \$2,425
 - Ben made a motion to spend \$2425 of the remaining \$Disbursement funds to fully support one youth on each of the Soul River deployments located in Oregon for 2018.
 - Kris seconded the motion.
 - No discussion, all were in favor.
 - The motion passed unanimously.
- Moving forward: We have \$2,479 left of the disbursement fund
 - Usually decided on a first-come first serve basis.
 - Should there be one or more deadlines for proposals/requests?

New External Committee Proposal: Climate Change Committee

- Ben proposed the formation of a new external committee, the Climate Change Committee, on which he would agree to serve as chair.
- All ExCom officers strongly supported this proposal.
- Becky suggested that it was critical that the mission of the committee be focused on more than just the current and evolving climate change research (and effects on fish). It should also be about how our members, and as a Chapter, can best communicate the latest science (realities, forecasts, impacts) and the causes of climate change to the public.
- Shivonne proposed to begin the committee start as an ad-hoc committee.
 - Katie made a motion to create an external, Ad-hoc Climate Change Committee with Ben Clemens serving as chair or co-chair.
 - Dan seconded the motion.
 - There was no discussion, all were in favor.
 - The motion passed unanimously.

5:00 - 5:30 PM- Outgoing and incoming officers exchange detailed information on job duties.

Sunday April 29th

8:35 Call to Order

Incoming Officers' Visions / Ideas

Incoming President Elect – Rebecca Flitcroft

- Rebecca is thrilled to be a part of this group. She has been an active AFS member for a long time, and is excited to take on her new role.
- Rebecca is interested in supporting habitat restoration work with a strong research and management component; for example, what makes for effective restoration, what do biologists know? Areas of restoration that are of interest include:
 - Instream restoration, instream and environmental flows, hydrology, recovery plans, partners and restoration planning, geomorphology, unpublished science – what so many are doing and learning on the ground that needs to be documented, what is working, what is not.
- A workshop on this topic was proposed for the 2019 meeting, or possibly a speed-talk session, or a stand-alone workshop.
- Shivonne mentioned that beaver introduction / beaver analogues etc. are a huge restoration topic right now, and might be a good workshop topic at this time.
- Kris mentioned that by bringing people with unpublished data to the meeting, you are bringing in managers, and the Chapter is always looking for ways to get managers interested and excited about our meetings and workshops.
- The idea was also well-supported as it could help the Chapter bring in some new meeting sponsorships.
 - **ACTION ITEM: Anthony will help create the logo or artwork around the 2019 Annual Chapter Meeting Theme: Science of restoration, not simply the practice of restoration. Or something like Restoration Science, Innovative Practices.**
- Support for a DEI workshop at the 2019 meeting was also raised, including unconscious bias training. However, the topic choices should ideally be driven by the DEI Committee.
- A GIS workshop for fisheries managers was also well-supported.
 - It could be something that wasn't completely introductory, pre-requirements on ESRI could be suggested.
 - 60% of fisheries managers have GIS and use it regularly, but don't have a lot of knowledge on how to fully use the software to their benefit.
- 3 workshops is a good number. Becky will most likely go with the following: GIS, Beaver / Habitat Restoration, and DEI with a meeting them focused around The Science of Restoration.
 - Other ideas which came from a recent poll of the ORAFS members included workshops on the following: rMark and GIS software, telemetry techniques, half day workshops on Wednesday, e-fishing for lamprey, fish identification skills, technical writing skills and guidelines, panel discussions, big picture brainstorming sessions, skills for early career professionals.

- Suggestions were made for potential workshop leaders.
- Session Topics/Ideas Were Discussed
 - Rachel said that the panel discussion held at the end of the “How to get the most out of your meeting” session was the most helpful part of Eugene meeting for her, and that this session is well-positioned in the first time slot after the plenary talks. This session wasn’t just attended by students, but also people trying to be better advisors or mentors.
 - Rebecca was advised that she doesn’t have to put a call out for sessions if she feels like she will have enough, but it can be a good idea, as some people really like organizing sessions and will expect a call.
 - Kris showed everyone the promotional banner/sign she made to promote the 2018 Eugene meeting in the fall of 2017, and provided lessons learned:
 - She wished she had chosen and scheduled the plenary presenters earlier, or began working on finding them sooner.
 - She also would have tried to get the workshops organized sooner, so that there was ample time to promote the opportunities.

Incoming Secretary – Natalie Scheibel

- Natalie is excited and ready to keep things rolling, consistent, and to be supportive.
- Natalie will work on finding a new Piscatorial Press editor, as mentioned previously.
- **ACTION: Shivonne will contact someone who has run for office in the past and expressed an interest in being a more active member about being the new PP editor.**

Incoming External Director – Jason Brandt

- Jason has received advice from previous external directors and has learned that the role is a marathon and not a sprint, and other sage knowledge.
- Jason expressed a strong interest in improving our Chapter’s work in the education and outreach arena as he currently works with a lot of schools on the job in his district. Based on this experience he see a lot of opportunities for AFS to be more active in this respect. He hopes to talk Ryan Battleson into sticking around as the Committee Chair.
- Jason loves the idea of sponsoring kids to go out on amazing fishing trips, like the Soul River Trips.
- The power of social media can be very helpful in future efforts to improve outreach.
- The first External Committee Mixer at the Eugene meeting seemed really successful, and Jason hopes to build on its success at the 2019 meeting.
- The fish culture folks are interested in getting the hatchery folks more involved in AFS and/or at the Chapter meeting, and doing so is important. There is a lot of work and research going on in the hatchery and management world to improve the health, survival and return of hatchery fish and reduce their impacts.

- A lot of things going on to make mgmt and hatchery fish better.
- The Legislative Committee work is also important to Jason.
- Shivonne reminded Jason to make sure that the external committees are expected to organize committee meetings at the annual meeting, and ideally these would occur at the end of a technical session also organized by the committee.
- Shivonne suggested having quarterly phone calls / conference calls with each external committee chair, at minimum, and monthly calls with the Legislative Liaison, at minimum (and more frequent calls when important bills are moving through the legislative session).
- Some mentioned the need to revitalize a few of the committees, and refresh the committee member email contact lists (some committees have lost these).
- **ACTION ITEM: Jason Brandt - The Ad-Hoc Communications Committee might need a new chair. The new Chair should get connected with the Social Media Committee Chair (Demian Ebert) as they could work together on many similar goals. The students may be helpful in finding a new Communications Chair. Potential new Communications Committee efforts brainstorm:**
 - How do you tweet? Tweeting for professionals. Why do you care?
 - Using LinkedIn account more.
 - Researchgate is becoming popular for academics, and can be used to get updates on species and known, current (or changing) species ranges.

Travel Grants/ Compensation for Workshop Instructors Discussion

- Problem 1: At the last meeting, many attendees were signing up as instructors to get into the workshops for free.
- Problem 2: A true instructor shouldn't have to pay to instruct the workshop.
- Problem 3: If more than one person is working really hard to put on a workshop, is it fair to limit those workshop instructors to one free registration waiver (per workshop).

April Monthly Meeting Minutes Approval

- Katie requested two edits: one on the correct name for the Northwest Fish Culture Conference and another regarding the appearance of bias.
- Katie made a motion to approve the April meeting minutes with these corrections.
- Kevin seconded the motion.
- There was no discussion, all were in favor.
- The motion passed unanimously.

The meeting was ADJOURNED at 9:40 a.m.