



*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:** Natalie Scheibel, Secretary

**Subject:** Minutes from ORAFS Executive Committee Spring Business Meeting in Government Camp, OR: Saturday, April 6<sup>th</sup>, 2019 at 8:30 AM to Sunday, April 7<sup>th</sup>, 2019 at 10:30 AM

**In attendance:** Shivonne Nesbit – Past President, Kris Homel – President (soon-to-be Past President), Becky Flitcroft – President-Elect (soon-to-be President), Kevin Stertz – Internal Director (not in attendance on Sunday), Jason Brandt – External Director, Katie Pierson – Treasurer, Natalie Scheibel – Secretary, Brooke Schlipf – OSU Student Subunit Representative, Peter Stevens – 2019-2020 President Elect, Andrew Derugin – 2019-2020 Internal Director, Elizabeth Moats – 2019-2021 Treasurer, Michelle Scanlan – 2019-2020 Vice President

**Saturday April 6<sup>th</sup>**

8:30 AM- Call to Order/ Welcome/ Introductions

- Review Agenda
- Review Robert's Rules of Order- Establish parliamentarian: Shivonne Nesbit
  - Past president has typically filled that role.
  - Consider adding that to the handbook under position duties.
  - There is a spreadsheet on the google drive with a record of all the votes.

8:45 AM - 9:45 AM- Position Descriptions

*Past President*

- Mentors officers and promotes consistency in ExCom and Chapter activities, provides [handbook](#) to all incoming officers.
- Chairs the Nominating Committee and recruits at least one candidate for each ExCom position.
- Along with the President, prepares and submits (after ExCom review) the "Outstanding Chapter of the Year" Application to Western Division by mid-January.
- Obtains chair for (or chairs) and oversees Vendor/Trade Show program for the annual meeting.
- Obtains Newsletter Editor and oversees timely production of and content within the Piscatorial Press.

- Serves as a member of the Financial Sustainability Committee to help maintain consistency in the ExCom.

#### *President*

- Creates annual work plan/ budget.
- Leads monthly calls, tracks requests, leads and records votes.
- Represents chapter on WD calls, WD mid-year retreat, and at WD and Society meeting.
- Preside over ORAFS annual meeting, awards ceremony, and business meeting; solicit sponsorships.
- Prepare quarterly reports
- Approve spending
- Prepare Governing Board Report
- Prepare Chapter of the Year Award application
- President's corner in PP
- Interacts with legislative liaison, participate in preparing letters, testimony, etc.
- Special projects - e.g., climate change white paper/ new strategic plan
- Send out updates to the Chapter

#### *President-elect*

- Organize the Annual Meeting
  - Planning calls
  - Theme
  - Plenary
  - Communications regarding the meeting

#### *Vice President*

- Liaison to the student subunits
- Student paper and poster awards
- Raffle and auction committee
- Seek out volunteer coordinator

#### *Secretary*

- Keep the official monthly minutes for the Chapter.
- Assists with the annual meeting advertising and registration.

#### *Treasurer*

- Collects and banks any funds allotted to the Chapter, and disburses funds as authorized by the ExCom.
- Maintains up-to-date and accurate financial records of all transactions and gives detailed reports to the ExCom.
- Prepares annual tax returns
- Prepares the financial summary of the annual meeting.
- Manages registration and fee collections at the annual meeting.
- Prepares annual Chapter financial statement for distribution at the annual meeting.

- Member of the Financial Sustainability committee, reports back to ExCom about annual portfolio performance.

*Internal Director*

- Arrangements for the retreats and the annual meeting.
- Work with the treasurer to arrange payment for those functions.
- Generate the contracts for the annual meetings.

*External Director*

- 11 external committees
- External Committee work plans are current on the website.
- Oversee and motivate external committees.
- Finds and appoints external committee chairs/co-chairs.
- Helps with work plan development and requests for funds.
- Monitors social media posting requests.
- PP and annual meeting updates.

*Student Representatives (OSU, MHCC)*

- Plan the student mentor-mixer
- Submit updates to the PP
- Annual funding requests
- Submit the student subunit award application.
- Try to have at least one event with someone from ExCom to talk about AFS.
- Help organize the student colloquium or attend.
  - Should make sure to include in the budget (for both OSU and MHCC).

9:45 - 10:15 AM- Information logistics

- Incoming Ex-com email addresses and contact info
- Email etiquette
  - Try not to overlap duties – communication amongst the whole group is crucial to keep things running smoothly.
  - Need to talk to Lora (webmaster) about the routing of the emails.
  - If we are dealing with things that are political, we need to go through personal email.
    - Protocol for dealing with commenting on issues that may not be suitable for work email.
  - Arrange contact that will be frequently checked.
  - Voting through email
    - Voting – some agencies may not allow for voting on political issues
  - Always put ORAFS in the subject of the emails.
    - Highlight the action items – yellow

- Using a signature line that says you are with the chapter and use the chapter logo.
- Label things in your inbox and come up with a system for categorizing.
- Contacting listserv
  - President and President-elect communicate with the webmaster and are the listserv moderators.
  - Four listservs
    - 1) Student, 2) members, 3) wider membership and other contacts, 4) vacant listserv
    - Action Item: Develop the vacant listserv for mentors and students.
  - Able to login with the chapter email so it shows that it is coming from the chapter based email.
  - Webmaster is involved with the listserv but not the google drive
- Conference Call dates/ times (send out calendar invite)
  - Monthly – attendance is critical
    - Nice to have a standing date
  - Reminders through google
  - Free conference call number: 563-999-2090 Code: 620129
- Retreats
  - Spring
    - Introducing new ExCom members, on-boarding
  - Fall
    - Annual meeting preparation and event location tour
  - Communication
- Annual Meeting
  - President-elect
    - Assemble the planning team
  - Monthly planning calls
    - Monthly starting in November, then weekly when closer to the meeting
- ORAFS structure/ Electronic files/ Communication
  - Website
    - Being restructured – It has been used as an archive but needs to be updated and mobile compatible.
    - Create more obvious links.
    - Will be leaner and faster after the overhaul.
    - Cvent will be used as the annual meeting website platform.
      - Bought 3 years of the platform
      - Registration, abstract management, hotel, etc. will be incorporated into one platform.
      - Automated reminders
      - Keep track of abstract submissions and registrations
  - Google Drive
    - The archives of the Chapter

- All documentation and files are on the google
- Action Item: Need to clean up redundancies – Natalie
- Include in the handbook to who can access the google drive
  - Can change to who can view it
  - Cleaning up documents by those who created
  - Google groups – students have switched over and working on starting fresh by migrating information over
  - Storage space for the archives moved over from the website
- Can we reach out to the Society to help? Do they have a platform that they use to organize
  - Action item: Becky and Natalie will reach out to the Society (Beth Beard)
- Handbooks – live on the google drive
  - Administrative
  - Annual Meeting
    - Will be updated this year (2019)
  - Bylaws
    - Updated the Code of Ethics this year
  - Google calendar for reminders
    - As a non-profit we have filing dates and required submission deadlines for payments
    - Receive an invitation to the ORAFS calendar and can view and add to it
    - Automated reminders
    - Non-profit management – cover legal requirements – in the handbook
      - Action Item: Add a calendar with important deadlines to the Administrative Handbook that keeps us on track with time sensitive issues.
      - Ex) Governing board report
- Archives
  - Archives at OSU
    - Historian – OSU Valley Library (not electronically available)
      - Troy Brandt just brought records
      - All records are taken to be archived
      - Important for next year because the Society will be having the 150<sup>th</sup> Anniversary (2020)
        - Need to put together some of our chapter history for that meeting.
- Work plan/ Budget
  - Operational Budget

- Average profit from the annual meetings from the last 3 years.
  - That is why the cost and income from the annual meeting is important for the function of the next year.
  - Identify what we are capable of funding.
  - The budget ties in the External Committees and what the Chapter is able to fund.
- Communication channels
  - Consider Evernote
    - Free to use
    - Archives the progression of the chat
    - Can record audio and video
    - Can format information
    - It is cloud based – could be limiting to state employees
    - Can export from the platform
    - Action item: ExCom take a look at Evernote
      - Be clear about how we are going to use it and what it's for
    - Could be good for annual meeting planning
    - Searchable- can attach tags to notes (ex. Action items)
    - Records where you took notes
    - Shared checklist – that updates everyone
    - Should avoid redundancy- if we decide that google docs and the handbooks are sufficient then we can forgo efforts – could test out with the annual meeting
  - Look into other options for communication – but need to be mindful of what everyone can access.
  - Keep improving on how we can keep track of the records – pursue and see what works best for everyone.

10:15 - 10:30 AM- Break

10:30 - 12:15 PM- Ex Com reports - 10 minutes each

*Past President*

- Parting thoughts:
  - Have fun and maintain positive energy- even during stressful times.
  - Be patient – come in with a vision but be patient and kind with the reality of what you are able to get done in the time allowed.
  - Always be improving, but do not always need to recreate.
  - Think about how we document things and that it can be hard to find – but strive to improve.
- Reminders – we are part of a larger organization
  - Be looking to them to support us

- Engage and interact
- Continue to communicate and take the lead on new endeavors
  - Important to have a voice at the WD
- Leaders of 600 members, be mindful that we represent the membership
- Lead by example – show up for things that we say we support
- Check in with people
- Always send thank you letters to our agencies as we retire
  - Have to keep them supporting employees' involvement
- Maintain institutional knowledge
- Shivonne's vision moving forward – DEI and Equal Opportunities Section at the Society level
- Stay engaged with the legislative committee
  - Was a very active committee, but have been less engaged as a whole
  - How better to maintain the lists of people
  - Maintained by the chairs and the External Director
- Continue with professional development and working with students – continues to recruit and retain

*President*

- Vision
  - Continue the traditions that define the Chapter
  - Develop collaborations that we have had and develop new
  - Climate Change committee and the white paper
  - Long term monitoring projects – drawn from the membership
    - Primarily for underprivileged youth – to get them engaged and involved with experts
    - Engage people with the scientific process

*President-elect*

- 2019 Meeting Poll Results
  - Sent out to all of the meeting attendees – 82 people responded
  - Ratings for the meeting – Vast majority said that the meeting was excellent, or good, only a small percentage came back that we needed improvement.
    - Things that came out on top were the concurrent sessions, plenaries, posters, diversity of vendor exhibits.
      - Appreciated the tone of inclusiveness
    - Lowest score
      - Business meeting
      - Hard time hearing and that the speaker was not visible
      - Awards were too long and couldn't see who was speaking
      - Student mentor-mixer – mentors felt like there were too many mentors
      - Start the auction earlier and fewer bundles – need to find balance to the structure

- ExCom should include their comments and review because of intimate knowledge of what goes into these aspects of the meeting.
- Meeting location question – Most people were ok (52%), or that it did not matter (20%), but there were some “no”s (28%).
- There were some comments regarding that question - timing of the annual meeting is usually during winter weather conditions that may be hazardous to travel and movement during the meeting.
- Riverhouse did buy a shuttle – Internal Director can pursue this.
- Riverhouse could improve their ice management.
- As we continue to grow, need to ask whether we are continuing to meet the needs of our members.
- We did not include people who did not attend this meeting, so that could have biased the opinion on where the meeting should be.
- Consider organizing standalone workshops (outside of the annual meetings) – lead by the external committees, but facilitated by the ExCom.
- Vision
  - “Migratory Fish Day” event of some kind sponsored by OR AFS – Bruce Koike fish printing perhaps?
    - Affiliated through the IUCN and meant to be grassroots
    - Any time around April 20<sup>th</sup>
    - Have an event – broad range of what this could be
    - Supporting a local effort with global perspective
  - Continue to enhance accessibility of OR AFS by non-traditional groups

*Secretary*

- Meeting Minutes for vote
  - Natalie motions to approve the ExCom monthly meeting minutes for January with addendum, February, and March. Kevin seconded and there was no discussion. The motion passed unanimously.
  - Action Item: ExCom review the Fall retreat minutes – deadline April 19th
- Vision
  - Focus on duties – organizational
  - Passing on the PP to Stacy Strickland
  - Making the minutes usable – Sort through and create a map or a timeline of major events or votes that have occurred over the years.
  - These minutes are important for the legal record – have to remember we are held to the words not necessarily the intent.

*Treasurer*

- Financial Sustainability Plan and Investment Policy
  - Refer to the summary and the document
  - Explains the financials and how we run with rebates from the Society
  - Outlines the operational budget
    - Annual meeting budget
    - Restricted funds



- Diversity Scholarship
    - Native Fish
    - Jerry Bouck Memorial Scholarship
  - Prepare for uncertainty and be financially resilient
    - Ex. If the annual meeting does not happen
  - Need to have invoices paid by April 30<sup>th</sup> of each year
  - Where we keep our money
  - Financial Sustainability Committee – manage the investment account
    - Quarterly calls that all ExCom are invited to
    - Treasurer and Past President are members of the committee
  - Move over money annually into the investment account
- Disbursement
  - Disbursing annual gains from our investment account
  - Maintain principal of \$300,000
    - See Disbursement strategy document for details
  - Reinvest into the membership.
    - Took some time to figure out what that means and what we want to do with this opportunity.
    - Need to improve our communication with the FSC, why we're making these decisions with the disbursement money.
    - This year's went to:
      - Cvent (\$10,086.30) – 3 year license and abstract management
      - \$700 for website improvements
      - McKenzie Watershed councils \$5,000 one-time grant
        - Education and outreach to 3 different watersheds
    - Keep a running document of disbursement project ideas.
    - Action Item: Becky - Engage Tony Siniscal with one of the first calls and have him explain the disbursement strategy.
- Bank Accounts
  - Two accounts – checking and investment
  - Money will keep coming in from 123signup
- Advice
  - Think about new initiatives.
  - Make sure things are kept under control and be prepared to deal with situations that may arise.
  - Always have in mind that we need to meet and operational budget to keep providing services and quality meetings and new opportunities.
  - Consider the fee structure for the non-profits.
  - Keeping the annual meeting at a point where we can manage it and not stress about the money aspect.
- Vision

- Came to ExCom with the goal to reinvigorate the marine component of our membership.
- We are trying, but need to make ideas happen – we need to stay abreast of council meetings that conflict with marine schedules.
- Engage the marine community.
- Financial sustainability – take this to heart and understand there will be times when treasurer has to say no.
- Even with distinct roles, keep working as a team.
- Be kind, talk to each other, let someone know if you are struggling with something and need help.
- Rely on the team.
- Would like to see more data management focus– a future committee or workshops to develop skills.

#### *Internal Director*

- Venue Contracts
  - 2020 in Bend – sent to the inbox of Peter, Becky, and Andrew.
  - 2021 contracts – Peter
  - Contracts in advance are best – in the handbook it says 18 months but really felt it should be 2.5 years.
  - Leads to better contracts and fewer issues.
  - Edits in the handbook
- Vision
  - Warm Water committee – interested in being involved
  - Keep the buzz alive!

#### *External Director*

- External Committees updates and External Director's and Committee Chairs' visions
  - Pleased with external committee turnout
  - External committee times overlapped and made it difficult to attend, would be nice if they were spread out a bit more for a chance to attend multiple meetings.
  - External Committee meetings were fairly small.
  - Posters – many external committees participated
  - Work on getting the External Committees together for a mixer at the 2020 meeting – go back to the brunch format, improve from 2019.
  - External Committees have all been keeping busy
    - DEI – workshop, plenary, scholarship
      - Work with Gabe and Shivonne to keep expanding and supporting
    - Education and Outreach
      - \$3000 – to six different entities
    - Native Fish

- Workshop
- Eastside for the 2019
- Marine
  - Get the marine folks more involved
  - New co-chair – Kelly Lawrence
    - Able to get two sessions together (incorporated with freshwater)
  - Presence at the State of the Coast and suggests that we continue to do this into the future
  - Keep up the energy
- Hatchery
  - Brought up point that hatcheries are often brought up in a negative light – want to get a more positive focus.
  - Would like to see more positive aspects – did well with the hatchery innovations session but could still do more.
- There are challenges to keep everyone engaged but keep in mind they are all volunteers.
- Updated work plans are online.
- Working on legislative updates
  - Appreciate the quick response, they can be difficult to work under these timelines but there is room to improve on this.
  - There will be more coming up
- Legislative liaison – Erik Kancler
  - Our only paid employee
  - In Salem – lets us know about bills, timelines, and who to get the information to.
  - If we develop something how we go about getting that into the right hands.
- Continues our presence at WAFWA
- New Climate Change Committee
  - They held a meeting and there were a few people there.
  - They had some ideas mentioned that they want to do something, but is it something we would have available for the Climate Change Committee.
- Keep the committees involved and have some money to provide to them.

*Student Representatives (OSU, MHCC)*

- Report (OSU)
  - New representatives for OSU – only two who ran
  - Sage Fox will be replacing Brooke.
  - Tried to engage with MHCC
    - Joint field trips and workshop

- Continue communication between the Subunits
- Report (MHCC)
- Vision for upcoming year (OSU and MHCC)
  - Create a timeline and a better guide for incoming representatives for both student subunits – ease transitions
    - Connections – email and listserv
    - Meeting with the VP – old and new representatives
    - Student Google drive
  - Include the VP on this
  - Great to have feedback for the Student Subunits
    - Keep communicating the needs of the subunits and what the Chapter can provide.
    - Express the importance of staying involved and coming to the retreats.
    - Work plans and budgets are important to continue and stay on top of.

12:00 - 1:00 PM Lunch and Outside Break

1:00 - 2:00 PM Budget and Work plan FY2020

- Work Plan and Budget
  - Work Plan outlines specific goals and objectives, how we will meet those and where they are linked to items in the budget
  - Continuity between years – important to note differences
  - See what we are doing this year and what we would like to do the next year
    - For instance – 1. Develop programs that advance...
    - Subparts provide details
    - Line items in the budget have to be in the work plan
    - Need to make sure that they are consistent
  - ExCom went through the elements of the work plan
    - Refer to the Work Plan document
  - Discussed the specific objectives and subparts of the work plan
  - Work plans iterations are similar with minor adjustments
- Average of the last 3-years' profits: rough average \$58,000
- Target Operational budget of \$51,150
  - Must be mindful of how much we expand the budget to ensure that we do not creep up too much in the expenses for consistency
    - Add notes about what is added during years when we have the money to do so
    - For example: discretionary funds
    - Some things that were added may not be apparent

- Do a comparison of the last three years to show where increases decreases, cuts, or additions happened.
- Modifications, Additions, and Discussions
  - Goal 1.3
    - Collaborate with the Coastal Society to further involvement with marine topics
  - Goal 1.5
    - Note that WD is being held coincident with the Society meeting
      - Consider sending two people
  - Goal 2.1. a
    - There are some concerns about the money we are allocating towards this
    - Are we getting the value for what we are paying for?
    - Legislative Liaison generates a list of what bills we would likely want to pay attention to or comment on
    - We produce the letter, he delivers the letter, he is not generating the content – ExCom, external committees, and other members are contributing these letters or papers
    - Consider a fee for service, right now we are paying quarterly service fee.
    - However if we do not have time to fully utilize this then are we fully using what we are paying for.
    - If we do not have someone we may lose our connection with the legislature and them coming to ORAFS for these deliverables (letters, papers, and testimonies).
    - It may seem like a large expense – but we are actually getting quality value for what he can and is willing to do for us.
      - However, if we do not have the time to follow through with the deliverables then are we fully using what we are paying for?
      - We need to be careful what role we are playing approaching these legislative issues
        - Would be risky to align too closely with any given agency or entity.
      - We have all these external committees that are not being invested in – no budgets.
      - There have been some times when issues have not come to fruition because of a lack of time to address issues or meet with ORAFS ExCom and the Legislative Committee.

- Could negotiate a reduced contract – to account for shorter sessions.
- Consider the type of expertise the legislative liaison has – could be possible that he has no incentive when he has no knowledge of how much we are going to respond and produce.
- If we set a goal (specific number of letters or papers) then we could give a value to these things.
  - Still valuable even if we may not feel like it was enough.
  - Our expectations have to align with what we are actually able to accomplish.
  - Provide meaningful unbiased expertise for legislature to go off of.
  - Legislative committee is an untapped resource that needs to be reengaged.
  - If we had templates to be able to respond quickly we could actually justify this– should not fall on ExCom or one member of the Legislative Committee, should be spread amongst the members of the committee.
  - Legislative Liaison contract is currently paid out quarterly.
  - We pay for the short and the long sessions.
  - From the past, our involvement has mattered and made a difference – ex. Suction dredge mining.
  - Need to be careful in our letters to avoid advocacy and stay objective.
  - We have an opportunity to experiment this year, and adjust our spending on this.
  - Leverage all of our committees to jump in and assist with these deliverables.
  - We will have to communicate to external committees that there is money available to participate.
  - Need to communicate with Troy Brandt and the members of the committee, see if there are people who have time to address issues, if there is no commitment from people then that has to be okay that we cannot address everything.

- Need to be clear with expectations about recruitment, engagement, and commitments from the committee members.
    - Could we build a database with the subject matter experts that ExCom can go directly to?
      - Would be a way to engage the members outside of the meeting.
    - Reactive issues vs. vested issues
      - Reacting to bills as they come up
      - Generate content on issues that we have a vested interest in and can be proactive with.
  - Goal 3
    - Added 3.1. e – watershed group sponsorship and material grant
      - We need to develop a selection process.
      - Could model this after the Education and Outreach system that is currently in place.
      - Jeremy Romer would be willing to help develop the selection process.
      - Left fairly vague on purpose to keep the scope broad, as long as there are educational and outreach components.
      - Single large grant (\$3,000)
    - Added 3.1. f – Migratory Fish Day Event
      - Vision for 2020
  - Goal 4 – we changed the work plan wording about student discretionary funds
    - Added “including things like the WD student colloquium”
  - Goal 5 – the money for the actual engraved plaques for the professional and student paper awards comes from the operational budget.
  - Keep in mind Goal 7 – Financial Planner, is still listed in the budget so it is not lost, and keeps us prepared for situations that may arise.
  - Work Plan 4.1.c
    - We have \$1,772 left in disbursement
- Core Cost
  - Added C.7 Name badge printer for \$450
- Saved \$1,000 after these adjustments
- Currently at \$50,150 for the operational budget

- With the addition of the diversity initiative support: \$52,850
- Katie moved to approve the Operational Budget of \$52,850 for Fiscal Year 2020, effective May 1, 2019 through April 30, 2020. Shivonne seconded and there was no discussion. The motion passed unanimously.
- Katie moved to approve the Work Plan for 2020. Jason seconded and there was no discussion. The motion passed unanimously.

2:00 - 5:00 PM

- New Business
  - Convert Climate Change External Committee from *ad Hoc* to a standing committee (will need a vote).
    - Katie moves to change the Climate Change external committee from *ad Hoc* to a standing committee, Jason seconded, and there was no discussion. The motion passed unanimously.
  - Vote for WOTUS – signing onto the WD letter
    - Katie moved to sign onto the WD WOTUS letter, Becky seconded, and there was no discussion. The motion passed unanimously.
  - Establish *ad Hoc* Warm Water Committee
    - Jason moved to establish *ad Hoc* Warm Water Committee, Shivonne seconded, and there was no discussion. The motion passed unanimously.
  - Student proposal date for fund requests
    - Katie moved to set the due date to January 10 of each year, Jason seconded, and there was no discussion. The motion passed unanimously.
  - New Strategic Plan (2019-2023)
    - Updating the strategic plan
      - OR Chapter is tiered off the Society level plan.
      - Chapter wants to identify how our goals fit into theirs.
      - ExCom should wait until the Society has their current Strategic Plan out.
      - See if there are ways we can just adjust the current plan.
        - Action Item: Kris will take the lead on updating the strategic plan.
  - Leftover 2019 FY discretionary sponsorship and disbursement money – combined \$2,450
    - Soul River sponsorship
      - Would like to continue to grow this collaboration
      - Sponsor students with the condition
      - Katie moved to spend \$2,450 to sponsor Soul River for three students, Shivonne seconded the motion.
      - Discussion:



- Elizabeth brought up that there are a variety of trips and it would be good if we could focus on sponsoring a trip related to Oregon fisheries
  - Katie amended the motion – sponsor Soul River trips that are fisheries related in Oregon for three students and Jason seconded. There was no further discussion.
  - The motion passed unanimously.
  - Can we engage in other ways? Such as sending out members to volunteer on trips and get more involved.
- Annual meeting waivers and fees that need clarification or definition.
  - Discussed the reasoning behind additional waivers that came along after the registration fee structures were changed. Raised registration across all professionals (\$100), students (\$5), and vendors (\$625 to 800 and non-profit \$300 to \$500).
  - Talked about setting a workshop fee that is one fixed cost – no early registration.
  - Revamped the student lodging for 2019 and seemed to work well.
  - Fish-out-of-water waiver
    - Described as being for early-career professionals
    - There have been issues with who this waiver actually covers, need to clarify.
    - Update the fee waiver policy.
    - Stick to the discretion of the waiver policy.
  - Still want to support early-career professionals
    - Changes:
      - Career transitional – early-career definitions from AFS
      - Individuals in fisheries or non-fisheries field
      - Membership is not mandatory
      - Paying out of personal funds
  - Discussed hardship waivers – have multiple waiver categories
    - This could include paid professionals that cannot get funding to go to the meeting.
  - Change the wording to “fee reduction”
    - Up to 10 can be applied.
    - Some years all are given out, and other years there are some left over.
    - Develop criteria on who gets the fee reduction.
    - Proposed: Reduced Registration Fee Program
    - Qualifications
      - OR AFS membership is not mandatory.
      - Must be paying registration out of personal funds.

- Must apply for consideration by a early registration date and will be selected. Up to 10 will be issued across all categories.
  - Early or transitional career individuals.
  - Individuals in fisheries or non-fisheries field that are unsupported by employer to attend the meeting (hardship).
  - Selected individuals are required to volunteer at the meeting.
- Media pass/waiver
    - Variable language in the handbook about media pass registration fees and is currently under the discretion of ExCom.
    - Considering that it is free advertising for us.
    - They can buy a social pass if they would like to stay for networking.
    - Limit to accredited media.
    - Would need to apply or go through vetting with ExCom first – 2 weeks prior.
  - Funding for professional workshop instructor
    - Did flex this year to cover up to two
    - Message that we only cover two registration waivers
  - Travel Grants (workshop leads; non-profits)
    - Can we develop a mechanism that gives us an ability to cover the lodging or travel portion of attending the meeting?
    - Would be incorporated into the Annual Meeting budget
    - Discussed the criteria for developing these travel grants and award
    - To be applied at the discretion of ExCom and as annual meeting budget allows. Travel awards may be granted based on application in two categories:
      - Subject matter specialist for workshops or those who bring specialized expertise to the meeting that are not plenary speakers.
      - To promote attendance by traditionally underrepresented or underserved communities who may be experiencing financial hardship.
    - We could tap the DEI committee to create the rubric
    - Have to consider that in our annual meeting budgets, there are large variations and we need to have large buffers.
    - Working to get this policy in place and be prepared to implement if funds allow.
    - Allow for framework with flexibility that lets us know what we can do under certain scenarios (budgets).

- Discussed organizing the awards lunch and how we can accommodate awardees with lunches and name tags ahead of time – revisit this in the fall.
- Take a look at committees and if we can consolidate any – table issue for tomorrow.

5:00 - 6:00 PM ExCom Incoming and Outgoing Officers chat

### **Sunday April 7th**

8:30 - 9:30 AM- Call to order/ Finish New Business

- Cvent
  - Platform for registration and abstract management
  - Website that can interface the registration, abstract management, and hotel reservations
  - Quality platform
    - Ex. Vendors can upload logos, abstract management, updated
  - We bought a 3 year contract with disbursement funds
  - Create templates for future years
  - Need a small group in ExCom to take the lead
    - Elizabeth will have the account – one login
    - Action Item: Elizabeth, Peter, Becky, Katie, Jason, and Natalie- Go through all the Cvent trainings.
  - Some members of ExCom had a call with Cvent already– onboarding and received training modules.
  - Our deadline for the website is October 1, 2019.

9:30 - 10:30 AM Incoming Officer's Vision

#### *Incoming President Elect*

- Vision
  - Working on getting to know ORAFS
  - Develop the vision – general ideas
    - Ways to involve the membership to interface with the Chapter on more than an annual basis.
    - Opportunities to engage more people – draft position papers (library) and interface with the membership more frequently.
    - Show value to fisheries professionals' career.
    - Workshops beyond what we host at the annual meeting.
    - *Ad Hoc* lecture series
    - Socials and volunteering- ex. watershed council events in local areas
    - More mentoring, beyond just the student mentor-mixer
      - Find ways to support mentors and mentees

- *Intelligent Courage* book
  - Engage retirees
- Workshop ideas
  - R workshop – Michelle Jones
  - Stream Restoration – Steve Roni
- Themes
  - Antifragile – diversity and climate change
    - Going beyond resiliency, or robust, but antifragility - gains from disorder
      - Black swan author – plenary- Nassim Taleb
      - Risk – management and assessment
    - Systems that gain from disorder would be diverse
    - Reconnecting habitat
    - Decision making under uncertainty
    - *P*hacking – the arbitrary boundary of significance
  - Power variability and sensitivity
    - Confidence levels vs point estimates
    - Large variance bounds are effectively separated from application and statistically
    - In a broader context – Doing more with less
- Consider inviting Jesse Trushenski for a plenary
- Timeline for planning
  - Started to read through the planning handbook.
  - Will get organized and be well along by August-September.

#### *Incoming Vice President*

- Go through the handbook and the bylaws to address the differences between the 4-yr university subunit and community college subunit.
- Connect with OSU and MHCC.
  - Communicate expectations for being on ExCom as student subunit leaders.
- Get everyone up to speed.
- See them progress.
- Expand out to other colleges – OSU Cascades, Eastern Oregon, SOU, etc.
- Look on the google drive
- Develop FAQ for first time meeting attendees – cover the basics
  - Talk to Shannon Richardson, Chrissy Murphy, and Jeremy Romer
  - Connect with the Education and Student Subsection at the Society level
- Career Counselling and Mentoring program
  - Utilize the list of mentors
  - Articulate who the students can expect to engage with at the annual meeting.

- How to be a mentor – Leadership at all levels (potential leadership-mentorship workshop) tweaked beyond AFS leadership – Education committee would like to host.
- Tapping new membership for student engagements
  - New people to get into presenting
  - Engage the e-campus students
- Broadcast workshop or plenaries
  - Those who cannot show up can still participate in a way– more inclusive

#### *Incoming Treasurer*

- Keep good financial standing and make sound financial decisions.
- Enhance the connection
  - Develop a communications strategy
    - Communications plan
    - Representative for the Western Division – if someone has an interest
      - Rebranding discussions
  - Display all that ORAFS does, beyond the annual meeting.
  - We have value, but we need to tell our story better.
    - ORAFS is actively working to increase diversity in the fisheries profession in a way that state and federal agencies are unable to.
    - Through its investments in communities, ORAFS also increases the exposure of fisheries science to a more diverse public
    - Communicate the value to the agencies and other employers who invest in ORAFS and ORAFS members (directly supporting events and attendees).
- Leadership focus
  - Young professionals struggle to find mentors and develop leadership style.
  - Increase the value that we can bring to the membership by helping to develop leaders.

#### *Incoming Internal Director*

- Make sure he can take everyone's ideas and make them come to fruition at the annual meeting.
- Live-broadcasting is a possibility – post to YouTube or social media.
- Make sure we have good contracts.
  - Doesn't want to get stuck in doing it in the way it has always been done, but make sure we are adapting to the growth of our Chapter.
- *Ad Hoc* Communications Committee
  - Need to tap some people and generate interest
  - We have a social media policy
  - As we are building a communications strategy we need to update our policy

- Natalie motioned to adjourn, Becky seconded, and motion passes unanimously.
- Meeting adjourned at 10:30 AM.