



*Oregon Chapter*  
*of the*  
*American Fisheries Society*

*OR Chapter AFS: PO Box 8062 Portland, OR 97207-8062*

*www.orafs.org*

## **Spring Business Meeting – April 9<sup>th</sup>-10<sup>th</sup>, 2020**

### **In attendance:**

**Kris Homel- outgoing Past President, Natalie Scheibel – outgoing Secretary, Anna Klundt – outgoing MHCC Student Representative, Kaylea Berry – incoming MHCC Student Representative, Andrea Carpenter – incoming Secretary, Andrew Derugin – outgoing Internal Director, Becky Flitcroft – incoming Past President, Peter Stevens- incoming President, Peggy Kavanagh – incoming Internal Director, Todd Hanna – incoming Vice President, Scot Heppell – incoming President-elect, Sage Fox - outgoing OSU Student Representative, Annika Carlson – incoming OSU Student Representative, Sarah Busmire-outgoing OSU Student Representative, Elizabeth Osier Moats – Treasurer, Michelle Scanlan- outgoing Vice President, Brian Branstetter- incoming External Director, Jason Brandt – outgoing External Director**

### **Thursday April 9<sup>th</sup>, 2:00-4:00 PM**

#### **2:00-2:15 PM- Call to Order/ Welcome/ Introductions**

- Becky welcomed everyone to the meeting. The Spring Meeting is usually where we provide the passing of the guard, with old ExCom members passing on their knowledge, and serves as an orientation for the incoming officers. In this meeting we will frame up what the work of the Chapter is and the roles of the positions. Outgoing ExCom are asked to reach out to incoming ExCom to go over a calendar of duties and any other specifics on a separate call. The group went through introductions and discussed the agenda. Becky explained this meeting will focus on logistics, tips and tricks, and advice for keeping consistency. Becky noted that we will vote on minutes from the last monthly calls and go over any requests at the end of the meeting.
- Becky established Kris as the parliamentarian

#### **2:15-2:55 PM - Information logistics**

- Incoming ExCom email/ Contact information
  - Make sure we have contact info for everyone: email and phone numbers
    - Stored on the google drive
    - Update information if any of it has changed
  - Becky wanted to make sure everyone has access to the google drive and check that everyone can access it
    - In an effort to ease the transition from positions, ORAFS started using a google drive instead of passing off a flashdrive

- Becky will send out links to the file
- Email etiquette
  - Subject line should include ORAFS
    - Makes it easier for everyone to find
  - Occasionally there are some email votes
- Contacting listserv
  - We have three listservs, depending on the topic we are trying to share information on
    - News (members and non-members)
    - Members only listserv
    - Student
  - Those who have permission to send emails to the listservs include: president, president-elect, and web manager (Lora Tennant)
    - If others want to make an announcement, they must go through the president and the president-elect (particularly regarding the annual meeting)
- Conference call dates and times
  - Monthly reoccurring time agreed upon by ExCom
  - Announced through email to the group
    - Can also send calendar invites
- Retreats: Spring and Fall
  - Spring
    - Orientation (typically done in person)
      - Would like to try and get together in person this year (tentative with the restrictions from Covid-19 pandemic)
  - Fall
    - Revolves around annual meeting planning and is run by the president-elect
- Annual Meeting
  - Largest Chapter event and significant focus of ORAFS
  - Many positions are associated with tasks that have to do with annual meeting planning, on top of regular ExCom duties
  - Peter went over the annual meeting folder on the google drive
    - Keep all meeting folders for each year (all follow similar structure)
    - There is already a Eugene 2021 folder created
    - Most of the planning subcommittees will have folders within the given year's annual meeting folder
    - Can include templates, formats, or past content to be used as a model
    - All documents can be stored there during planning and coordination of the meeting
    - Good to keep records and look back at what has been done
- ORAFS structure, communication, and electronic files
  - ORAFS website is the face of the Chapter, way to share what is going on with the Chapter

- ORAFS ExCom invested money in the past year to revamp the website and do some maintenance
    - Provides a way to involve the external committees and express what the Chapter is doing
    - Social media presence on Facebook and Twitter
      - Advertise events, chapter/member highlights, etc.
  - Archive papers, Piscatorial Press, minutes, etc.
  - Non-profit 503 status
    - Tax filing responsibilities
    - Discussed internal needs of a non-profit organization
  - Google Drive: ORAFS ExCom
    - Directory for monthly call agendas
    - Treasurer's reports
    - Cvent documents
    - Administration folder
      - Archives
      - Legislative letters and papers
      - Handbooks: Administrative Handbook and Policies on the google drive
        - Administrative Handbook
          - Describes all of the committees and roles
          - Purpose was to allow for simplified transitions between ExCom members and to define the roles positions have
        - Annual Meeting Handbook
          - Roles and structure
      - Work plan and budget
        - At the Society level they have strategic plans and goals, the Oregon Chapter has similar documentation, which often follows similar priorities
        - Makes sure our work aligns with Society level priorities
        - Allows us to respond to governing board reports and to follow the Chapter of the Year award process
        - Make sure we are accomplishing internally what is important to our Chapter and at the Society level
        - Due to delayed Society level work plans, Becky will continue to work on the chapter's strategic plan
        - Work plan tiers off the strategic plan
        - Helps accomplish the goals and provide a plan for our priorities for the coming year
- Review Robert's Rules of Order
  - Need to have a quorum
    - Need five ExCom members, not including student representatives, on a call or responding to an email for a vote to be valid

- We vote for minutes, budget, supporting funding requests, budget or financial decisions, legislative letters, or any statements that come from the Chapter
- President will introduce a topic and ask for a motion, someone will move, someone will second, and then we will discuss and ask questions. After that a yay or nay will be called for and the votes are recorded.
- It is important for us to keep track of the voting.
  - If someone needs to abstain from the vote, there needs to be a record of that.

## **2:55-4:00 PM- Ex Com reports**

### *Past President – Kris Homel*

- Parting thoughts
  - You get out of it what you put in
  - Networking and professional growth
  - It is a time commitment, but has a big payoff
  - Each position has its challenges, but communication can help get everyone through those and make it so we can tackle challenges and get through things together

### *President – Becky Flitcroft*

- Thanked the group for everything they've brought to the table
  - Appreciated the communication and following through with high-quality products
- Wanted to focus on fish habitat restoration – theme of the annual meeting in 2019
- Highlighted our efforts to create and fund watershed council grants, which has been evolving from input and ideas from the membership
  - Speaks to our mission of conservation
- Becky was glad to bring Herman over to be part of the 2020 Annual Meeting and communicate with the chapter about the World Fish Migration Foundation
  - Still hopes to have a “Migratory Fish Day” event of some kind sponsored by OR AFS – Bruce Koike fish printing perhaps?
- Important for ORAFS to provide a positive environment and means for the Chapter to be inspired, active and effective
  - It is a way to get some gratification outside of work roles
  - Continue to enhance accessibility of OR AFS to non-traditional groups
  - Protect the benefits that we are managing for the Chapter
    - Consider the broad membership
  - Try to separate work commitments and Chapter
- Becky outlined the accomplishments of the Chapter last year
- Looking forward to working with the incoming leadership and seeing where things will go

*President-elect – Peter Stevens*

- Discussed that Peter went over the 2020 Meeting Poll Results yesterday during an annual meeting debrief
- Would like to convey that the annual meeting was well-received
  - Rated as excellent or very good – positive and constructive
  - Some critiques on some things – reducing lines at the bars, quiet spaces
  - Planning to go over the results at the fall meeting again, as they are more relevant during that time
  - Peter is working on anonymizing the poll results and will put it on the google drive
- Vision
  - Thinking about the presidential year in advance
  - Finding opportunities for the broader membership to engage outside the annual meeting
    - Peter described that before serving on ExCom his main interactions with the Chapter were at the meeting, was not aware or taking advantage of the other aspects
  - Goal to improve the communication with the members
    - Reach out to those who need us most
    - Webinars and workshops
  - Would like to share how much financial support we are giving to students, workshops, watershed councils, etc.
  - Look for opportunities to bring value back to the membership
  - Critical time to support membership and justify the investments by the membership
  - May be moving into a difficult time for a lot of people in the profession
    - Opportunities for the Chapter to provide support as we move through some of the transitions that we face in life with the Covid-19 situation
  - Revitalize the external committees
    - Focus on specific purpose or tasks
    - Give reason and motivation to contribute
    - Engaging committees would provide that interface for broader membership involvement
    - K-12 education opportunities could be very valuable in the future
  - Loves seeing people get excited about the work they are doing or working towards the goals we share
  - Could work with the Society to get Oregon members an opportunity to share at the Society level

*Vice-President – Michelle Scanlan*

- Thank you to everyone on ExCom
- Raffle/ Auction review
  - Went well – happy with the timing this year, keeping things on track
  - Big thanks to Sarah Hart

- Michelle will share details with Todd
- Student involvement review – student volunteers
  - Thanked the student subunits and student representatives
  - Michelle has some thoughts on improving the student-mentor mixer
  - Advertise to grad students
    - Event to make contacts with mentors, not just an undergrad job fair
  - Trying to find ways for student to participate in the banquet
    - Cost prohibitive to many students
    - Would be nice to have more students attend, especially best paper and poster winners
- Feedback and lessons learned
  - There is always a lot going on at the Annual Meeting, but delegation is key
  - Could be good to appoint someone to take charge of the merchandise table
  - Volunteer coordinators more active in their roles at the annual meeting – described in the position description and meeting tips

*Secretary – Natalie Scheibel*

- In 2016, the secretary-treasurer position was split into two positions as an opportunity to keep better track of the Chapter’s written materials, correspondence, metrics, and statistics
- The Secretary keeps the Chapter’s official monthly meeting minutes for the conference calls, retreats, and the business meeting at the annual meeting.
  - Coordinates meeting minute editing process
- Membership tracking and updates have also become a routine duty of the secretary.
  - 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 meeting advertising and registration.
  - Assists with the registration work including: Cvent preparation and registration tasks, membership verifications, creating name tags lists, getting name tags finalized, and assisting with the name tag ordering and printing.
  - Promotes Annual Chapter Meeting through email, social media pages, etc.
- Importance of keeping accurate meeting minutes
  - The minutes are the official public record of Chapter business and helps 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.
  - Important to have documentation available to ExCom including the Work Plan, budget, and Administrative Handbook.
- Recommends reaching out to former and current ExCom members for advice, support, and historical background.

*Treasurer – Elizabeth Osier Moats*

- Elizabeth explained the ORAFS bank accounts
  - Checking account
  - Investment account, which is managed by the Financial Sustainability Committee (FSC)
    - FSC meeting on April 22 – Troy Brandt and Tony Siniscal are co-chairs, put a lot of time into this to make sure the Chapter has sustainable and sound financials
- Financial sustainability and investment plan
- Fiscal year runs on the election cycle – term starts May 1 and begins that fiscal year
- Two concurrent budgets – operating and annual meeting
  - Everything comes out of the checking account, but documenting them separately helps for budgeting
- Three-year average of the annual meeting net profit sets the operating budget
- Responsible for treasurer’s report
  - Reports monthly beginning balance and available funds
- After we talk about and approve the operating budget, Elizabeth will separate out the excess funds and those will go into the investment account
- Elizabeth’s goal is to keep us on track, making financially sound and consistent decisions that follow our financial sustainability plan, work plan, and the Chapter mission

*Internal Director – Andrew Derugin*

- Internal director has less work throughout the year, but during the meeting there is a lot of work
- Making sure the logistics for meeting work out and reserving the retreat locations and coordinating those
- Help lead the internal committees and provide communication with ExCom
- Find and contract auctioneer, oversee the imbibements chair, facilities reservations, figure out pricing
- Visit the facilities in the fall, during the fall retreats
- Need venue contracts drawn up for 2022, current riverhouse sales director is furloughed
- Contract is signed for Eugene 2021
- Support person during the events
- Keep and pass on lessons that are learned and work off what has been accomplished, it should get easier over the years. Hold onto the knowledge to make sure it goes smoothly.

*External Director – Jason Brandt*

- Great experience working with everyone on ExCom and with the external committees
- External director oversees the external committees and what they are working on
- ORAFS has some great committee chairs, but we need more involvement
  - Some committees are very engaged. When Jason got into this he wanted to increase involvement and still sees that as a goal for the external director position and the committees.

- Wanted to see more involvement from the marine side and legislative committee members
- Jason summarized the committee activities at the 2019 Annual Meeting
  - Get to Know Your External Committee session
  - External committee chairs spoke and had posters at the annual meeting
  - Still difficult to get people outside the committee chairs to really get involved
- Goal to vitalize the committees and work with the chairs to get members involved
- Travel awards, watershed council grants, K-12 education and outreach grants
- Highlighted the Native Fish committee, which does an annual workshop
  - This year they asked for additional funding and did a DNA project with a follow-up paper
- Discussed that ExCom set aside additional funds available to the committees
  - Wanted to show that we are supporting the committees and the opportunities and support are there for the members
- Would like to see ORAFS try to get the committees to work with the subunits, improve upon the Get to Know Your External Committees events, and figure out how the external committees can work together to get more interest and involvement
- Take steps forward to make things happen

*Student Representatives (OSU, MHCC) – Sage Fox, Sarah Busmire, and Anna Klundt*

- Oregon State University report - Sage Fox and Sarah Busmire
  - Events are on hold, but doing their best to connect with students virtually on Instagram, Zoom, etc.
    - Hoping to postpone and still hold events when possible
    - Make up for the lost events this spring in the future, plan to go above and beyond to make up for lost opportunities
  - Introduced Annika Carlson who will be taking over
  - Sage appreciated the opportunity and learned and grew a lot
  - Hoping for more student involvement
    - Advertise more through OSU and get more students to attend the ORAFS conference to network and learn about their prospective fields
    - Get more graduate student involvement
    - Build on what they have
  - Added e-campus student liaison – Sarah Busmire
    - Sarah was the secondary student liaison
    - Sarah will be moving into the new e-campus liaison
    - Link more of the online students to the club, the Chapter, and the Society
    - Don't limit involvement to students just at campus
    - Excited about new role continue to plan events for student on campus and on-line
      - Scott Heppell added that there are over 700 students taking classes on the e-campus
      - Wants to help provide the opportunity for more students to get involved with ORAFS regardless of where they are at



- Mt Hood Community College Report - Anna Klundt
  - Thanked ExCom, notably Michelle and the role she played helping the student subunits
  - Thanks to OSU for their guidance on running a subunit
  - Asked the other officers to give advice and guidance to the incoming officers
  - Weird time for the vision, since we have had to post-pone all events
  - Hoping to pick up right where things left off
  - Goal to have high involvement and hopes to continue that level of involvement
  - Kaylea Berry is the new president and liaison
  - Kaylea is excited to continue the commitment to the subunit and sharing opportunities with students at MHCC
  
- Becky wrapped up the outgoing ExCom segment and wanted to cover the vote on the minutes and a request that we needed to vote on.
  - Natalie motioned to approve the February and March ExCom monthly minutes, Andrew seconded the motion, and there was no discussion. The motion passed unanimously.
  
- Becky announced AFS has set-up as an online platform for people to present virtually, for those who had meetings canceled. Funding goes towards the Hutton Scholarship and the structure and set-up of the virtual meeting. Becky shared the sponsorship levels with ExCom. She mentioned that we still have \$500 in discretionary spending. Elizabeth also brought up that we also have an additional \$500 for student support, giving us a total of \$1,000 available for support. The group discussed responding to the call for sponsorships for the virtual meetings.
  - Elizabeth motioned to support the AFS virtual meeting at \$1,000 (\$500 from discretionary student support and \$500 from the discretionary sponsorships of non-ORAFS meetings), Kris seconded the motion, and there was no discussion. The motion passed unanimously.
  - Action Item: Becky will send Elizabeth information on where to pay for that sponsorship.

## Friday April 10<sup>th</sup>, 3:00-5:20 PM call

### **In attendance:**

**Kris Homel- outgoing Past President, Natalie Scheibel – outgoing Secretary, Anna Klundt – outgoing MHCC Student representative, Kaylea Berry – incoming MHCC Student Representative, Andrea Carpenter – incoming Secretary, Andrew Derugin – outgoing Internal Director, Becky Flitcroft – incoming Past President, Peter Stevens- incoming President, Peggy Kavanagh – incoming Internal Director, Todd Hanna – incoming Vice President, Scot Heppell – incoming President-elect, Sage Fox - outgoing OSU Student Representative, Annika Carlson – incoming OSU Student Representative, Sarah Busmire-outgoing OSU Student Representative, Elizabeth Osier Moats – Treasurer, Michelle Scanlan- outgoing Vice President, Brian Branstetter- incoming External Director, Jason Brandt – outgoing External Director**

- Becky and Peter made a quick announcement regarding the comments about the Snake River EIS. Becky would like to vote on them on Monday. Becky was glad to see that, even with the short time frame we had to work with, the comments progressed nicely and attracted member involvement. The comments came together in about a week, despite all that is going on right now.

### **3:00-3:40 PM Financial Strategy**

- Peter discussed the establishment of the Financial Sustainability Plan and Investment Policy
  - Elizabeth provided everyone with the Financial Sustainability Plan and Investment Policy
  - Peter encouraged everyone to read those document
  - Investment Policy governs where we are putting our investments, there were some questions about how we are investing our existing funds
- Financial Sustainability Committee (FSC)
  - Previous ExCom and involved members started the FSC
  - ExCom president and treasurer are standing committee members
  - FSC invites any ExCom member to sit in on the quarterly meetings
  - FSC meets quarterly, they ask about what the annual meeting budget looks like, where we are at with spending, and what we are planning to use funds for
  - There are many former ExCom members in the FSC, who help to keep in things in perspective from where the chapter has been financially
  - FSC can provide guidance to incoming ExCom
  - FSC manages the investment account, but it is ExCom's responsibility to decide on how the disbursement funds are spent
  - Troy Brandt is our primary investment adviser, watches the stocks and manages the money market accounts
- Disbursement Funds
  - 50% of the annual gains from the investment account get disbursed
  - Disbursement funds come at the end of the 3<sup>rd</sup> quarter between mid-Oct and Nov

- The committee, account, and how disbursements are handled are relatively new (within the last 3 years). 2017 was the first year ExCom had the disbursement funds
- Unique opportunity to take on special projects or goals that follow the mission of ORAFS
  - Shouldn't be used towards the operating budget or annual meeting
  - Allows ExCom to put funds towards targeted initiatives
- 2018 disbursement was over \$10,000
  - In 2018 we bought 3 years of Cvent licensing (\$10,000)
- 2019 disbursement was \$8,102
  - This year we have not spent all of the funds,
  - We sponsored some student workshop scholarships (used less than half of the scholarships), we also chose to support a larval lamprey workshop (\$5000 scholarship and instructor support), we have about \$2400 remaining
- ExCom has talked about conducting a competitive grant process, but the addition of grant proposal review adds to the workload for ExCom
- Funds don't necessarily have to be used, can be reinvested
  - It is not like it is lost money, when it folds back into the investment fund, it will still pay dividends in the future – do not need to spend it down or we lose it
  - Scott asked about a specified timeline to have them spent, Elizabeth said it may be in best practice to have those spent or allocated by a certain time
  - May be good to review with the FSC what the timeline for those funds is
- Likely to have lower return on investments this fall (2020), may be good to hold over the remaining funds so they are available
  - May be good to hang on to it (keep it available) until we find out what we have in October
- Would be good to get the funds in Q2 rather than Q3, but we have tried to change when we get the disbursement funds
  - Q3 is preferred because that is when we would lose the least amount when selling off stocks
- Take the time during the summer to decide what to do with the funds, depending on different scenarios (amount disbursed)
- FSC would like to have a written plan in place for how the money will be spent
  - Try to set up a list of things that need funding, then go off of that when we actually get funds
  - Minimize the amount of decision make during that busy time period
- Peter proposed a strategy of setting aside time in the monthly calls to brainstorm a list of opportunities for the disbursement fund (with approximate costs attached to those ideas)

- Action Item: Peter asked the new ExCom members to be thinking of ideas to pursue and fund with the disbursement money and to come to the May monthly meeting with those ideas to share.

### 3:40-5:15 PM Work Plan 2020-2021 and Budget FY2020

- Peter described the Work Plan and Operating Budget, including where to find it on the google drive
- 2020-2021 Work Plan Discussion
  - ExCom discussed any changes to the work plan, which were more organizational changes than content changes
  - Items from the work plan map directly with items in the budget
  - Peter used the 2019-2020 work plan as a model, but did not make any major changes
  - Discussed not needing funding for the President to go to WDAFS for 2020, but still will keep it in as a placeholder in the budget for future years
    - The cost of the president to attend WDAFS retreats (mid-year or annual) should be dependent upon where those will be held
  - Becky mentioned that the legislative liaison is a topic that we will need to discuss in the future, since it is such a large line item in the budget. Becky framed the discussion on what has been happening with the liaison and where we are hoping to go with this expenditure. ExCom should keep this in the budget, but we will need to work on figuring out our return on investment.
    - Kris also mentioned that some discussions about being proactive, instead of reactive, preparing white papers and letters in advance on topics that we find important, in order to stay ahead of things before we face them. It could pair with the hot topics list.
    - The time frame that we have to provide comment is very short. There are sometimes when there is a week's notice to prepare a letter, have ExCom review it and vote, and then submit it.
    - Need to get more involvement from the external committee, which would fit with the goal to revitalize external committees.
    - Part of the challenge is that the liaison identifies the issues we want to speak to, but it is up to the Chapter and ExCom to put together the response.
    - Talked about the idea of having some sort of web interface for more involvement for people to contribute to the hot topics list.
    - Discussed how liaisons have interacted in the past, as this has been an important role, and how things could be improved (communication with the liaison, ORAFS response to the issues, etc.). The liaison does provide a certain intel that we need, and it would be difficult to stay involved or heard without someone there for us. If we do respond, the liaison can get our message to the right people, but something needs to change to improve the relation with the liaison.



### 5:15 - 5:20 PM New Business

- ExCom talked about any new business and whether it should be tabled until the next call, for the incoming officers in May
  - Jason expressed that some Chapter members are interested in starting a Human Dimensions committee
- Becky called for a motion to adjourn. Elizabeth motioned to adjourn, Kris seconded, and there was no discussion. The meeting adjourned at 5:20 pm.