



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

To: ORAFS Executive Committee

From: Natalie Scheibel, Secretary

Subject: Minutes from the ORAFS Executive Committee Teleconference - Wednesday, June 12, 2019
3:00 PM – 5:00 PM

In attendance: President – Becky Flitcroft, President-elect – Peter Stevens, Vice President – Michelle Scanlan, Treasurer – Elizabeth Osier Moats, Internal Director – Andrew Derugin, Secretary – Natalie Scheibel

Becky Flitcroft – 3:00 p.m. Call to Order/Additional Agenda Items/Establish a quorum

President- Becky Flitcroft

- WDAFS Update from the last call
 - Focused on conference planning (other chapters)
- Requests for registration support
 - *Salvelinus Confluentus* Curiosity Society (ScCS)
 - Natalie set up the registration through 123signup and sent the link
 - ScCS will work with Lora Tennant and Mike Meeuwig on a website for their meeting which will get posted on ORAFS website
 - Assistance managing ScCS funds
 - Could ORAFS help facilitate this?
 - Had some discussion about extra administrative burden for the ORAFS treasurer
 - Becky connected Stephanie Gunckel with the Western Division (Tracy)
 - Since WD is interested in helping, ORAFS may not need to be involved, other than cutting a check from the registration through 123signup
- Monetary requests
 - \$2,000 for the Native Fish Workshop – the Native Fish Committee typically uses all their committee allocated funds, but this year they would like an additional \$2000 for the workshop
 - ExCom would like to know specifics of what it will be used for and more details
 - What changed? What is new?
 - Does Jason have a plan? – since we increased the amount of money in the budget going to external committees this year, this would be under his purview
 - In the past the Native Fish committee has been the only committee to use the funds allocated for the external committees

- Would like to get clarification from Jason – should this be from the external committee budget or from the general budget?
 - Not sure how Jason chose to manage the funds (\$3,600 – is to be disbursed by Jason)- maybe he does not actually need approval – will follow up
 - When do they need the funds?
- Will need to follow up with Jason and the Native Fish committee (Jim Capurso)
- Marine Committee
 - Sponsor the State of the Coast
 - Last year we sponsored \$500
 - Will talk more about this on the next call
- OSU has unspent scholarship funds. They need direction on what to do with them. Student had \$5,000 from the Carl Bond Scholarship in 2011, \$1,000 was used with \$4,000 left
- Agricultural Research Station has the funds – could go back to the Carl Bond or could go to another goal (internship, student travel, etc.) – discussed the options
 - ExCom could split it with OSU – get \$2,000 to go back into the Carl Bond and the other half could be used for Fisheries and Wildlife Club– Agricultural and Research gift account
 - The Carl Bond Scholarship was \$5,000 at one point, but was reduced.
 - In the ORAFS handbook, the Carl Bond was \$5,000, but ExCom established the scholarship on an annual basis
 - Amount and number of scholarships is determined each year
 - On good footing now, at one point in time maybe they bumped it back and it stuck, if we can increase it should we?
 - There is discretion in the amount – can we change the amount allocated for the Carl Bond?
 - May need to make some changes to the budget and then we can vote on it again
 - May need to take some more time to decide what we would like to do with the funds
 - Could talk to the scholarship committee about this, maybe have two Carl Bond scholarships
 - Some ExCom supported the recommendation for two scholarships – split the difference between the two – designated restricted funds so it is only a one time deal
 - Follow up with scholarship committee, all in one (larger scholarship) or two scholarships – that would be in designated funds
 - After that Becky will follow up with OSU and how we will use the funds once they are returned
 - **Action item: Becky talk to scholarship committee and follow up with OSU**

Past-President- Kris Homel (not on call)

- Bouck Scholarship vote

ExCom discussed this topic

- Ongoing – helping to organize and launch this scholarship
- Elizabeth had a question on how the funds will be disbursed before they get the \$300,000 endowment – intend to use investment gains for the scholarship
- Before they reach their goal they anticipate there will be some smaller scholarships (\$250 -\$500)
- Would ExCom split the disbursement based on the ratio – (98% ORAFS to 2% Bouck)
- It is not clear in the document on how they want to do that
- Expecting the growth to come from donations

- Discussed the last paragraph in the document, that once the scholarship fund hits \$50k then it may be best to transfer to national AFS
- **Action Items: Elizabeth, Andrew, and anyone else get comments to Kris.**
- Development and implementation plan
 - Document in the current state - this sets out what everyone's roles would be
 - How the money is to be disbursed is not in there
- Need to get some action on this issue, since we have been working on this for a while
- Anyone have experience about administering scholarships?
 - Scott Heppell has experience with it
 - ORAFS is not implementing this scholarship – scholarship organizers want it to be all fisheries science, not just Oregon
 - We are just holding this money for a while – uncertainty to what that means
 - Need to know how and when the disbursement would be used

President-Elect – Peter Stevens

- Annual Meeting Planning update
 - Not much to report – busy season is wrapping up – will use July, August, and September to get things in motion
 - Will have more time starting next week to get more detailed with planning
 - Going over the handbook and what needs to be done when
 - Acknowledge deadlines and spoke with people for committees
 - Put in request to plenary speaker and has been thinking about other options
 - Opportunistically approaching people about moderating and organizing symposia
 - People had some had ideas already and Peter has made some suggestions
 - Theme: Has talked about the idea of going beyond resiliency – systems that may benefit from changes that are coming - Beyond Resilience

Vice President – Michelle Scanlan

- Discuss AFS membership dues for students
- Students are paying double the dues to be in good standing with the Fish and Wildlife Club
 - Required to be members of three professional societies
 - Could students hold off with their membership until September 1, or do they have to pay dues in June?
- Solution?
 - They could change the bi-laws about when their terms start
 - Mt. Hood CC has a different structure to their subunit
 - OSU had aligned it with the changeover of ORAFS officers
 - ExCom can try to budget for leadership membership dues – cover from June through September
 - To be clear, we are talking about their membership of the national and ORAFS
 - This may be an issue with the national chapter versus ORAFS
 - Could they OSU modify their bylaws so that they must have their AFS membership by September 15, since it's just the gap between June and September that is the issue
 - They will be members in good standing by a certain date – modify the bylaws
- Michelle set up a meeting with subunit liaisons OSU and MHCC– trying to get in touch with advisors

- Brook, Sarah and Scarlet will be there and MHCC next week
- Get everyone on the same page
- Becky asked Michelle to relay information – let them know about the fall retreat and about the meeting – be thinking how they want to structure the student-mentor mixer

Internal Director – Andrew Derugin

- Fall Retreat Dates – Poll – going to send out tonight and tomorrow morning
- Review of deposit amounts for Annual Meeting 2020 – spoke with Elizabeth
- Reached out to Kevin Stertz to see if it changed in the past – the deposit setup is different in Eugene
- Two separate payments of \$2,500 accounted for as \$1,500 before, not sure how that happened
- Nothing new with the conference planning for 2020 – keeping in touch with Rob White from the Riverhouse
- Looking at potential places for fall retreat

Treasurer – Elizabeth OsierMoats

- Spoke with Andrew and Katie about the deposit, which had always been \$3,000, not sure why it is now \$5,000
- Needs to clarify how the payments were made and within one or two different fiscal years
- If we did not agree with the \$5,000, why are we facing that charge now – need to follow up with Riverhouse try and add or figure out where this money will come from (will be applied to the master bill afterwards, not necessarily more at the end)
- May have been an oversight on the budget
- Would like to vote on modification to the budget and any changes to the scholarship on the next call
- Action item: Andrew contact Kevin and get past contracts with the Riverhouse, report back next call
- Action item: Elizabeth and Becky will discuss any adjustments to the budget before the next call

- Signature authority was granted by Bank of America on 6/11/19. Elizabeth will be getting a bank card in the mail soon.
- Katie also suggested having another name on the account to hand off authority to a new person
 - Could have Becky on the account to make the transitions easier since she is in Corvallis
 - Would need to get paperwork signed and notarized
 - Action Item: Elizabeth will get that together and send to Becky.

- Treasurer's Report
 - Business Checking Update

 - Checking Account Statement

Beginning Balance (05/01/2019)	\$91,565.29
Credits	\$6,000.30
Transfers	\$0
Debits	(\$39.25)
Checks	(\$7,086.25)
Ending Balance (05/31/2019)	\$90,440.09

 - Available Funds (after deposits from AFS Dues and 123Signup on 6/11/19)

Balance as of 6/12/2019	\$98,322.21
Outstanding Checks	
Naomi Rodriguez	(\$2,000)
Available Funds	\$96,322.21

Action Item: Becky will follow up with Gabe to make sure she got the check and see if she can cash it.

- Advantage Account - With our balances, Bank of America recommends that our checking account should be an Advantage Account.
 - Comes with additional services - if we wanted to add account management to our accountant, free wire transfers, additional checking account
 - Could be beneficial for future ExCom members
 - Our current account give no perks or complementary services.
 - Must maintain \$15,000 average balance (over a certain number of months) or \$45-65 fee is charged.
 - If we got to that point we could have that transferred from the investment account
 - Just worry about transfer of information – making sure we have that \$15000
 - If we did that we may be losing potential revenue from investment account, maybe this account would make more sense in the future
 - Could be something to keep in mind – no benefit in the present
- FY 2020 Operating Budget
 - Annual Meeting Deposit –
 - Operating Budget shows \$ 1,500 for annual meeting deposit
 - Andrew found \$5,000 deposit due (in two \$2,500 increments) in Contract
 - Should Operating Budget be increased by \$3,500 to cover the deposit?
 - Approved Operating Budget is currently \$52,850
 - We have room to increase the Operating Budget, if needed.
 - FSPIP says the Operating Budget may be no more than average of the profits from the last three annual meetings, which would be \$58,000.
- Transfer to Investment Account

Current Available Funds	\$96,322
minus Operating Budget	(\$52,850) or (\$56,350) if increase budget for AM Deposit
Surplus in Checking	\$42,472 or \$39,972

 - Checking account balance would be \$61,322. Provides at least \$4,972 buffer in the checking account.
 - We will receive additional Annual Meeting revenue of \$1,415.80 (from 123Signup) in July.
 - Part of the \$35,000 transferred would include \$4,200 of the transfer will be allocated to The Bouck Memorial Scholarship and accounted as such by the Financial Sustainability Committee

- Elizabeth motioned to transfer \$35,000 from the checking account to the Charles Schwab Investment Account consistent with ORAFS Financial Sustainability Plan and Investment Policy, and Natalie seconded the motion. There was no further discussion and the motion passed.
- Post Office Box
 - Need to check the P.O. Box in Portland. Andrew will check it. Elizabeth will send Andrew the key.
 - We do not get a lot of mail, but may receive tax documents and some registration related mail and checks.
 - USPS Commercial Forwarding
 - Need to create USPS Business Account online and provide a payment method, which is complicated and USPS Customer Service is not that helpful with the process.
 - Will need to adjust the Operating Budget to allow for the cost of shipping under the Commercial Forwarding.
 - Expected cost of at least \$15/month, \$180/year
 - Operating budget has \$100 allocated for all misc. expenses, including shipping, other postage, copying and faxing
 - Propose to increase this to \$200 to cover monthly shipping and the \$20 annual fee, in addition to other postage and misc. expenses.

External Director – Jason Brandt (not on call)

- Committee Reports

Secretary – Natalie Scheibel

- Piscatorial Press Update – got the Spring edition to Becky for distribution
- May minutes are out for review – ExCom should be able to vote on them on the next call

Student Representatives – Sage Fox, Sarah Busmire, Anna Klundt (not on call)

- OSU update
- MHCC update

Needed to change the next ExCom call – from July 10 to July 11, 2019 3:00-5:00 PM

Meeting adjourned.