



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

**To:** ORAFS Executive Committee  
**From:** Andrea Carpenter, Secretary  
**Subject:** Minutes from the ORAFS Executive Committee Teleconference - Thursday, June 12, 2020 1:30 PM – 3:30 PM

**In attendance:**

Peter Stevens – President, Elizabeth Osier Moats – Treasurer, Andrea Carpenter – Secretary, Ryan Branstetter - External Director, Scott Heppell – President-elect, Todd Hanna - Vice President, Becky Flitcroft – Past President, Peggy Kavanagh – Internal Director, Rudy Busch - MHCC Student Representative, Caleb Yann – OSU Student Representative, Scarlett Arbuckle – OSU Student Subunit Advisor

**Peter Stevens – 1:30 p.m. Call to Order / Establish a quorum**

**President - Peter Stevens**

- Access to google drive/calendar – most people have access; Peter will resend an invitation to calendar and Google Drive to everyone
- Email address transition – most people are receiving emails for their office/position and the email addresses are working
- WDAFS business meeting – no update
- Recover America's Wildlife Act (going through Congress now) Letter – supporting effort. We signed last time the Act was before Congress, and again this time (which hasn't changed since the last time around). Both National AFS and Western Division are also signing.
- Society and WD all assessing racial injustice
- Diversity, Equity, and Inclusion – We need to continue our efforts and remember that our actions speak louder than words. More to come at July Meeting – brainstorming during this meeting.

**Past-President- Becky Flitcroft**

- Bouck Scholarship
  - Background – ORAFS helps facilitate, not an ORAFS scholarship. Group that is doing the scholarship asked if we could facilitate the fundraising they're doing so it can become a scholarship that will be available every year – hoping for it to be available at the national level.
  - Supposed to be a committee, last year before the annual meeting they asked if they could give it out but the steps weren't in place – slightly challenging to provide support that we have promised.

- We have been waiting for them to contact us. We need to take more initiative as a chapter to maintain communication and be a bit more proactive. We are simply facilitating the scholarship.
  - Past president and treasurer were the points of contact for the scholarship – they want someone that is dedicated to the scholarship – Past president makes sense since they would have 3 years' experience with it
  - Action item – Peter send Bouck Scholarship document out for ExCom to review.
- Roles, Responsibilities and rationale.
  - Need to make criteria, advertise it, need to keep funds out of our investment
  - We may need to add a timeline to the document so we are able to free up the funds. Adding more to the document adds more work to ExCom – they had to re-educate on the content.

### **President-Elect – Scott Heppell**

- Annual Meeting Planning update – still trying to work out what it's going to look like for next year's meeting. Using Oregon State University fall term as example of potential, hybrid model with some classes being taught remotely and some in person.
- Virtual meeting attendance in the spring – we were largely kind of heading in that direction in the next 5-10 years, Capitol Hill Oceans Week (in DC), trying to learn what works and what doesn't
- No ideas for meeting theme
- Microsoft Resources Update – provide technology to non-profits, got in touch with the team, looking through non-profits and they reached out to us. Working on concepts through Microsoft teams (version of Slack, Zoom) use that platform for free to host a virtual meeting
  - They would provide software and person support to make that happen as well
  - They emphasized that Microsoft gives them release time to volunteer in the community, they're also committing time to some of the stuff ORAFS might want to do
- Per Peggy, we are under a force majeure for the 2021 meeting in Eugene and we're waiting to see where we stand – they really want our business, they aren't opening up until Aug, we have a lot of flexibility
- Todd had a meeting with NW Fish Culture Workshop, they cancelled the 2020 meeting all together
- Elizabeth going to talk to Michele Weaver about International Mussel Workshop, she was asking if we know what we're going to do because they're facing the same thing. Keeping in touch with other meeting planners can help us think about various other alternatives
- Action item - Elizabeth will send her notes on communication with Michele Weaver regarding the International Mussel Workshop to Scott

### **Vice President – Todd Hanna**

- OSU – Caleb is the OSU subunit liaison with Scarlett
- Action item – Todd will review Michelle Scanlan's notes to determine if the OSU bylaws need to be reviewed at this year
- It was updated in 2016 to reflect the timeline for membership, modified bylaws so the bylaws that if you're a paid in member of the subunit until the year when you started your term to help the students with a little bit of funding. Not sure if that's an issue at MHCC
- Action items: Todd will track down the MHCC bylaws and save them with their OSU counterpart.

### **Internal Director – Peggy Kavanagh**

- Fall retreat location – looking into this, looking at Sept 11-13, tour the facility again if we are going forward with that location
- 2022 Annual Meeting Contract – waiting to hear back from the Riverhouse

### **Treasurer – Elizabeth OsierMoats**

- Business Checking Update
  - Checking Account Statement

<b>Beginning Balance (05/01/2020)</b>	<b>\$86,504.37</b>	
Income/Credits	\$22,381.75	Cvent Income
Debits (\$85.34)	Office Expenses	
Checks (\$4,300.00)	Ed. Grants, WFMD, Student subunit, meeting	
(\$237.88)	Cvent Registrations exceeding 400	
<b>Statement Balance (5/31/2020)</b>	<b>\$104,262.90</b>	

#### Available Funds

Balance as of 5/31/2020	\$104,262.90
Webhosting	(\$36.75)
<b>Available Funds as of 6/10/2020</b>	<b>\$104,226.15</b>

- Sponsorship check is probably in the PO Box – Andrew was going to put the key in the mail, but Ryan doesn't have it yet – will hold off on closing out the annual meeting and transfer to the investment account.
- CVENT charged us the wrong amount, Elizabeth is working to fix that.
- Action item – Elizabeth will finalize the Annual meeting books by July meeting.
- Action item – Ryan will obtain the key from Andrew for the ORAFS post office box, retrieve mail, and send it to Elizabeth.
- Action item – Elizabeth will coordinate with Ryan regarding getting mail to her (send mailing labels or Ryan will obtain and be get reimbursed).
- Elizabeth has found a new accountant, Lyssa Kemper with Outdoor Accounting, out of WI, who works specifically with non-profits and outdoor industries, has a lot of the same mindsets of being conservation oriented, protecting the environment, sustainability, all of her clients are virtual. Her fees cost a little bit more than half of what we paid the accountant in Portland and uses an online accounting software called Xero, (similar to Quicken and the cost includes the software).

This would make the job of the Treasurer a lot easier, it's all on spreadsheets now and reports are done manually. Peter might have to sign the contact, Elizabeth will follow up.

#### **External Director – Ryan Branstetter**

- Committee Chair Status – in motion, it's a bit slower and in progress, contacts being made. Hoping to have more info for next meeting or send an email when he gets the info
- Human Dimensions Committee Request
- Merging Committees
  - Production
  - Communications

#### **Secretary – Andrea Carpenter**

- Todd motioned to approve the Spring Retreat Meeting Minutes as submitted. Becky seconded the motion and there was no discussion. The motion passed unanimously.
- Elizabeth motioned to approve the May Meeting Minutes as edited. Peggy seconded the motion and there was no discussion. The motion passed unanimously.
- CVENT meetings with Elizabeth moving forward along with assistance from CVENT staff.

#### **Student Representatives – Caleb Yann, Annika Carlson, Rudy Busch**

- OSU update – officer elections last month: Caleb will be primary Annika Carlson will be the secondary liaison. Caleb is still trying to get access to the email.
  - Up in the air for the fall, will try to have meetings over the summer if allows, virtual activities
- MHCC update – Had some guest speakers: Ruthie Shirley from WDFW and NPMP, Patrick Cooney from Smith-Root, Mary Edwards, underwater photographer.

**Next meeting scheduled July 8, 2020.**

Adjourn 3:30