



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 – Wednesday, July 8, 2020 3:00 PM – 5:00 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 - 3:00 p.m. Call to Order/Additional Agenda Items/Establish a quorum

President - Peter Stevens

- Western Division AFS ExCom Call Update – no updates on how to handle the meetings, most chapters don't know how they will handle them or are anticipating a virtual or hybrid meeting. Chapters are strongly asking for a real time lessons learned from the Society as they figure this out on the fly but we have not received anything substantive.
- Oregon Conservation & Recreation Fund – request from Davia Palmeria at ODFW to support.
 - The fund is in line with AFS missions and supporting ODFW.
 - Todd motioned to have ExCom sign a letter of support and offer a financial contribution at \$500. Becky seconded the motion and there was no discussion. The motion passed unanimously.
 - Action item – Peter will check with Davia on where to send the monies and give that information to Elizabeth.
- DEI
 - D.E. & I. Scholarship Structure – Peter reached out to Ryan Battleson – We want to target schools with underrepresented criteria and haven't heard back. Elizabeth and Peter were approached by the donor for DEI scholarship and the donor is exploring how to structure their finances to make it an ongoing contribution.
 - More to come at future meeting including a potential for an Education and Outreach Grant tie-in.

Past-President- Becky Flitcroft

- Bouck Scholarship - Further discussions with how the scholarship will be administered and the timeline for doing so. ExCom was not supposed to provide the leadership for the scholarship and we need to decide if we want/are able to devote more effort towards it.
 - Action item – Becky will follow up via email with Steve regarding setting up criteria/checklist on what needs to happen for the scholarship to be awarded and working towards a timeline.

President-Elect – Scott Heppell

- Annual Meeting Planning update – Working on a theme, want to meld together topics from previous meetings, worthwhile to revisit where we've been successful
 - Success stories from around the world and common themes, not what was successful but how it was achieved.
 - Get the chapter to look at what success could look like in the future and how we get there with the people involved.
 - It is important to note that who you are, your background, your training, etc. develops what questions you ask and how you go about answering them. How can we bring strengths from those different backgrounds.
- Members discussed going to a virtual only meeting. Aspects of the meeting were discussed along with pros and cons of attendance, networking, and fundraising. Ultimately, all members agreed that we will proceed with the 2021 meeting being virtual only. If able and feasible with public health guidelines, we may be able to initiate some viewing parties in the spring.
 - We will all need to pitch in to figure out the logistics/platform of the meeting. We probably need to identify only 3 or 4 options for Peggy to look into, we all expect to pitch in.
 - The virtual meeting might lower some barriers for people to attend, can increase our diversity and allow us to book some high level speakers.
 - Action item – Becky will obtain info on the platform used for Australia conference.
 - Action item – Elizabeth will reach out to CVENT to set up a call with Peggy and Scott (or whoever) to talk about what their options are for a virtual meeting.
 - Action item – Peter will reach out to the society to see what they're using.
 - Action item – Todd will look into online auction options from their group and non-profits
 - Action item – Scott will find out the platform for the Capitol Hill Oceans Week (it seemed to work well).
 - Action item – Elizabeth will look at a ballpark mock budget and a sample registration cost (National is \$190).
- Virtual Meeting – We will send a survey to members to determine what activities attendees would be interested in participating. Personal interactions, hanging out in the hallways, networking will be aspects of the event that we'll struggle with. Soliciting input will give us info on what scale we need to act.

Vice President – Todd Hanna

- OSU or MHCC Bylaw Review needed – need to get these tightened up a bit and current
 - MHCC approved recently, just not in administrative handbook.
 - Another spot in administrative handbook so we need to update that OSU isn't the only approved subunit.
 - Becky thinks there might be some other updates that we might want to make to the annual meeting handbook.
 - Action item – Todd will send over the bylaw edits and Andrea will update.
- OSU bylaws are outdated and they were updated in April.
 - There's a process, they need to be voted on, then going to President, then go to the Society, then the subunit gets a notification that the revisions are accepted.
 - Action item – Todd will send the bylaws to Peter so ExCom can vote in August.
 - Action item – Todd will find out who is the AFS Constitutional Consultant.
- MHCC isn't listed in the list of official subunits on the society page

Internal Director – Peggy Kavanagh

- Fall retreat location
 - Peggy thinks we can go camping if we want to meet or have a couple of smaller groups meet for a daytrip to have in person conversations so as we go forward we are more comfortable with one another.
 - Peter thinks renting an outdoor pavilion might work but Elizabeth is out in La Grande. We will continue working on a plan.
- 2022 Annual Meeting Contract in Bend – Peggy can reach out to cancel this but the Riverhouse doesn't seem concerned with timing of signing the contract. Becky brought up that Eugene is normally a lower revenue year, it might be better to have Bend as the location for 2022 to bevy the possible light year of the 2021 virtual meeting.

Secretary – Andrea Carpenter

- June 2020 ExCom Minutes were not able to be reviewed by all members, will hold them for a vote next time.
- Meetings with CVENT – our account contacts created a trial event site and abstract website as well in the new Flex site, Elizabeth put test links in the treasurer's report.
 - Tabs along the top for different pages were pulled from ORAFS pages, examples of types of information that we can have on the event site.
 - "Register now link" works currently, we would like to obtain comments on content, etc.
 - CVENT offered to have meeting to walk it through it.
 - Todd suggests asking if CVENT has auction capabilities.

Treasurer – Elizabeth OsierMoats

- Treasurer's Report, [FY 2020 Budget](#) (for reference).
- Business Checking Update
 - [Checking Account Statement](#)

Beginning Balance (06/01/2020) \$104,262.90

Income/Credits	\$2,000.00	AM Sponsorship
Debits	(\$0.00)	
Checks	(\$894.85)	Cvent Registrations, Website Software

Statement Balance (6/30/2020) \$105,368.05

- [Available Funds](#)
- Balance as of (6/30/2020) \$105,368.05
- Postage (\$7.75)

Available Funds as of 7/6/2020 \$105,360.30

- 2020 Annual Meeting
- Net Profit = \$62,363.65
- Amount to transfer to Investment Account

FY2020 Ending	\$105,480.14
Checking Balance	
Operating Budget	\$54,380.00
Designated/Restricted funds	\$19,507.00
	\$31,593.14
Bouck Scholarship funds	\$5,000.00
TO BE TRANSFERRED	\$36,593.14
Remaining checking account balance	\$68,887.00

- Elizabeth worked with the new accountant to provide tax information set up the online financial management in Xero. The taxes will be filed by the deadline in September. Once the online financial management account is set up, Elizabeth will make it available to the President and FSC co-chairs for viewing.
- Elizabeth moved to transfer \$36,593.14 from the checking account to the investment account. Becky seconded the motion. Scott asked if it can be easily accessed if needed in the future for example if the next meeting is not as profitable as recent years. Elizabeth responded funds can be easily transferred from one account to the other. The motion passed.
- 2021 Annual meeting
 - CVENT staff created a new registration website in the Flex platform. Test link: <https://web.cvent.com/event/205a9d18-4ac9-4ef7-9c3c-a7cc96db4404/summary?tm=NFtrzHJFvZodaODXZuTujU6-dsK91em9LFTPnTKhPCK>
 - Please share design or content comments with Elizabeth and Andrea.

- Action item – Elizabeth will reach out to CVENT to schedule a demo with Scott and potentially Andrea for the new registration website.
- Outstanding funds to be spent
 - FY 20 Disbursement – \$7,484 remains from the FY 20 disbursement. The ExCom has allocated \$5,000 for the Lamprey Workshop. That leaves \$2,400 remaining. The Financial Sustainability Policy and Investment Plan does not mention when funds should be spent.
 - Action item – Becky will check on whether the Lamprey Workshop is going to occur.
 - Carl Bond Scholarship refund from OSU (\$4,023) – Last year, ORAFS was refunded \$4,023 from the OSU Agricultural Research Institute for scholarship funds that were awarded years ago, but never spent by the recipient. The ExCom decided to return the funds to the Bond Scholarship, so \$6,023 will be available for the Bond Scholarship in 2021, to be divided how the ExCom sees fit.
 - Action item – Scott will look at the criteria for the Carl Bond Scholarship and update as appropriate.

External Director – Ryan Branstetter

- Committee Chair Status – Ryan has talked to all chairs and gotten lists of members.
- Human Dimensions Committee Request – Ryan is looking into whether there is the energy to get this committee off the ground.
- Merging Committees
 - Production
 - Communications
 - Habitat and Marine – Ryan is looking into how to proceed with merging these committees.
- Ryan is working on a Piscatorial Press article about External Committees to recruit new membership to the committees. Some committee chairs expressed the need to bring new energy into their committees.

Student Representatives – Rudy Busch, Scarlett Arbuckle, Caleb Yann, Annika Carlson

- OSU update – Caleb Yann
 - Caleb attended a Leadership Team meeting last week. Fall plans were discussed. The Fisheries group usually does a skills workshop at the Oregon Hatchery Research Center in the fall and is not sure if this is still an option. He is reaching out to Michelle Scanlan to discuss the options.
 - Caleb submitted updates to the Piscatorial Press for updates on spring activities.
 - They have heard interest in World Fish Migration Day events that were postponed. They are looking into what the plans are now.
 - The Subunit is also working on a social media effort.
- MHCC update – Rudy Busch

- Rudy worked on and submitted a Piscatorial Press article on spring activities.

Adjourn 5:00