



*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, August 12, 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, Scarlett Arbuckle – OSU Student Subunit Advisor

**Peter Stevens – 3:00 p.m. Call to Order / Establish a quorum**

**President - Peter Stevens**

- WD AFS ExCom Call Update – Some chapters are still trying to figure out if they're going virtual, others thinking about hybrid or in person meetings.
- An informal document was provided by the Society, in attempt to put together "lessons learned" on putting meetings together. A lot of what is contained in it is things we are already dealing with or have gone through.
- **Action item: Peter will share the document provided by the Society.**

**Past-President- Becky Flitcroft**

- Bouck Scholarship - Review Agreement
  - Initial agreement designated ORAFS would be the incubator, it would land at the Society level when enough resources were put together. Currently, they want it to stay with the OR chapter, which is a fairly large change in the scope of the scholarship.
  - ExCom at the time didn't want us to take on another huge fundraising effort and so we kept the scholarship and the award committee separate.
  - For us to make sure that timelines are met, we need to bring the scholarship in the arena more closely and place it in our scholarship committee, rather than have it separate. It would be important for Bouck representatives to write the announcement, serve on the committee, and help with all of the scholarship assignments.
  - Fundraising component needs to be separate from the chapter, they see the fundraising to be online and to be larger donors. Some things we may want to change to our website:

- Get a security rating on our website so donations are secure
  - Create a more detailed representation for people who have received awards in the past. We can go about reconstructing some from the past with photos, may want to require this as part of the requirements for receiving the award in the future.
  - People who do donate to the scholarship could have their logo on that scholarship page.
- It's a worthwhile venture for us to pursue but likely limit it to OR chapter or Western Division members.
- Action item: Becky will follow up with modifications to the web and security settings, update and modify the scholarship agreement.
- World Migratory Fish Day – Rescheduled for October with Bruce Koike to do Fish Printing at Bonneville Dam with MHCC helping out, there's no way we can do this workshop.
  - Brainstorming with Bruce about a different kind of event they can do, he had some ideas about kits for fish printing to be distributed and an online class.
  - Another idea is to host or help finance a fish cam at one of the dams – date is in October.

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

- Annual Meeting Planning update
  - Our new representative at CVENT is Ryan Ball.
  - Old option: CVENT Flex as registration, Crowd Compass would be on the top of it and would be virtual program/platform. Then we would try to integrate Zoom into that for the conference sessions (quote around \$9k). This version would be a bit more cobbled together.
  - New option: Engagement Hub, it takes the virtual meeting it as a single organism (quote \$8k, lots of add-ons). Offer is good until the middle of September (about 8%).
    - We can do as many concurrent sessions as we want with a webinar style – moderator could manage, ask questions and put answer in the chat box. We would have to have moderators that are comfortable monitoring and managing the chat.
    - Web conferencing would be part of it (live option) but it is limited at 2,000 conference hours (each person connecting costs time even if they're on the same call). We need to get more pricing on how the live hours goes, if it's the same cost if you purchase it before or after and what kind of blocks.
    - Hybrid speaker option – we could have a recorded talk and then have the presenter come on screen and answer questions live (semi-live option). This would likely use up a lot of hours.
    - They'll look into an auction option during the Engagement Hub, they were talking about having an outside link to go to the auction (outside vendor that is doing the auction).

- Webinar style is \$1.50/attendee on top of our other costs vs Zoom style – interactive version like this with one screen being shared or see it as webinar style with a chat box
- Scott wants to do the conference as interactive as possible for the conference but regular style for the plenary speaker.
- This option would not require the use of Zoom.
- Takes 3-5 days to set up the entire Engagement Hub space.
- Speaker green rooms was an add on option
- Speakers would record their talks using the software – not sure how the talk is archived for later use – a presenter would use their registration account to record their talk. Talks would also be accessible after their designated slot.
- Probably need some more information on the exact specifications and have at least one or two more meetings with them before we go through and do the contract (3 year contract).
  - Peggy suggests the first week of September
  - We want to email a list of questions to CVENT.
  - **Action item: ExCom members will email their questions to Peggy by Wednesday, August 19. Peggy will then compile, share with Elizabeth and Scott, before emailing to Ryan at CVENT.**
- We could think about direct cost for high school students and then have other registrations to cover the chapter needs throughout the year.
- CVENT is having a conference on August 25-26, inviting all customers to for free to experience the Engagement Hub (Elizabeth emailed link to ExCom).
- Membership Survey –some feedback, 62 answers 10-15% of membership
  - State or University employees mostly responded
  - Might or might not attend as dominant response
  - About 60% may give a talk
  - 88% responded yes to being willing to prerecord their talks.
  - Ping again on Monday to have people respond to the survey. Peter sent it out to a wider audience than just current members.
- Plenary speakers – compiling a list of potential candidates, try to bring in national speakers, TBD.
- Virtual auction – Society has purchased a contract for their meeting, may be a way for ORAFS to piggy back on that contract. Becky has been in touch with the Society about it but we don't have a lot of details at this point.

### **Vice President – Todd Hanna**

- OSU or MHCC Bylaw Review
  - OSU bylaws sent out late, will vote on them in September
    - Pretty minor changes made. 1) Have a bit of transition time between ExCom members, term starts beginning of the fall and runs a year. 2) Added e-campus liaison.
    - If anyone has a question, send them to Scarlett.

- Todd was in contact with Lauren at Society about constitutional person to review bylaws and inquire about MHCC being included in the National website. MHCC is now listed on the official subunit page of the Society.
- Scholarship Committee Chair – Gwendolyn Bury will be taking over.

**Internal Director – Peggy Kavanagh**

- 2021 Virtual Annual Meeting Contract at Hilton in Eugene – changed to 2023. Still high stakes for cancelled meetings.
- 2022 Annual Meeting Contract at Riverhouse in Bend
  - There have been some changes, coming up with a list of questions to ask them before signing the contract.
  - We have until the end of September to sign it.

**Treasurer – Elizabeth OsierMoats**

- Treasurer's Report, [FY 2021 Budget](#) (for reference)

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
<b>1 Jul 2020</b>	<b>Opening Balance</b>						<b>105,368.05</b>
27 Jul 2020		29 Jul 2020	Check 00000001319 00000001319	Yes	Bank Feed	(7.75)	105,360.30
4 Aug 2020		6 Aug 2020	SCHWAB BROKERAGE DES:MONEYLINK ID:558622421953 666 INDN:OR CHAPTER AMERICAN FI CO ID:9005	Yes	Bank Feed	(36,593.14)	68,767.16
6 Aug 2020		8 Aug 2020	CHECKCARD 0804 PP*Oregon Wildlife Heri 503-2556059 OR 243103302180032 24046274	Yes	Bank Feed	(500.00)	68,267.16
<b>Closing Balance</b>							<b>68,267.16</b>

- Worked with the new accountant to get it set up in Xero
  - Can give read only access to view the account
  - Xero runs reports, in the process switching the reports over. Elizabeth wanted to know if there was anything else ExCom would like to see in the reports:
    - Goals might be nice.
    - Update for Bouck, how much funding is available. We probably need that information around October so we know how much funding we have available to offer on the scholarship.
  - Typical reporting is only the month prior but Elizabeth wanted to provide a bit more activity (July 1 to today for this month's report).
  - In the future, need to do financials in the same month it was voted on so it shows up in the notes.
  - Working on a draft budget, will be ready for the fall retreat.
- 2020 disbursement amount – The lamprey workshop is postponed, so we'll save that money for another year.

**External Director – Ryan Branstetter**

- Habitat Committee Request – Cory Sipher sent an email asking if we wanted to produce a comment on definition of “habitat”. We can have the Habitat Committee put it together and ExCom can put it out on behalf of ORAFS.
- Human Dimensions Committee Request
  - Jason Dunham and Ben Clemens proposed it based on a session at the last meeting
  - Action item: Peter will forward the information regarding the Human Dimensions Committee request to Ryan.
  - Action item: Ryan will reach out to Jason and Ben to get feedback on their proposition.
- Merging Committees – Production/Habitat. This was proposed by respective committee persons during the sessions, Ryan sent an email to Ian and Cory and hasn’t heard back.

### **Secretary – Andrea Carpenter**

- Becky motioned to approve the June and July Meeting Minutes as submitted. Todd seconded the motion and there was no discussion. The motion passed unanimously.
- Updated the Administrative Handbook with MHCC bylaws. Will wait to submit it to the webmasters until we get the OSU revisions approved.
- Work in progress to make updates to Meeting Handbook (from Michele Scanlan).
- Action item: Andrea will make edits to the Meeting Handbook before the Fall Retreat.
- Peter asked that ExCom make notes during the process of this new virtual meeting to add to the Meeting Handbook. It would be helpful for future ExCom and potential other virtual meetings.

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

- OSU update
  - Annual trip to Oregon Hatchery Research Center is cancelled, they suggested trying again in the spring.
  - Trying to come up with some alternative events this fall, maybe in coordination with World Migration Day.
- MHCC update
  - Had to cancel their Stream Habit Assessment class for the fall term, trying to get it going in the spring so they can do some field labs.

Adjourn: 4:54