



ORAFS Executive Committee

Fall Retreat Minutes

Sunriver, OR 97707
September 28-30, 2018

Saturday, September 29, 2018

8:30 a.m. Call to order

I. Annual Meeting Timeline – Becky Flitcroft

a) Bench Marks

Benchmark	DATE
Abstract submission – by the fall Piscatorial Press (PP)	October 15
Registration announcement – by the fall PP	October 22
1st call for papers – by the fall PP	October 15
2nd call for papers (email)	November 15
3rd call for papers (email)	December 1
Abstract submission deadline	December 15
Officer nominations	December 20
Winter PP	December 20
Awards Deadline	December 31
Fish Out Of Water Waiver	First come, first serve
Abstract acceptance	January 10
Early Registration Deadline	January 19
Room Block Deadline	February 12
Cancellation Date Deadline	February 14
Cover art + first draft text to contractor	Beginning of January
Sponsorships (to have them listed in the program)	Jan 30
Printing Deadline (final)	February 7
Errata deadline	March 1

- i) Need to have the annual meeting website up and running by October 15, 2018.
- ii) Sponsorship and vendor deadlines are determined by program printing deadlines, or else sponsors end up in the program Errata.
 - 1) Each step of printing process is determined with the program contract, Heather Stanley.
- iii) Other deadlines are right before the meeting, e.g. food requests (40 hours prior).
 - 1) We need the numbers from registration for the food numbers.

- iv) Any deadlines that could be added to this documents or the Annual Meeting Handbook would be helpful.
 - 1) Plaques, apparel, spawning run shirts, points of contacts, etc.
 - 2) Would like to include cancellation information as a way to prepare for emergency cancellation.

II. Annual Meeting Budget Overview – Katie Pierson

- a) Brief overview of budget to guide us as we discuss meeting planning details.
 - i) Discussed the financial sustainability policy
 - 1) Only five years ago there was no adherence to a set budget. As a result ORAFS created ways to be more fiscally responsible.
 - 2) We have reserves but they are not designed for regular use, only in the case of something drastic happening (e.g. cancelled meeting).
 - ii) ORAFS runs off three year earning cycles from the annual meetings
 - 1) The 2019 annual meeting budget sent out so far has some gaps and needs to be finalized.
 - 2) Based on current operating budget needs, we want the net revenue to be about \$45,000.
 - iii) Project profits for the meeting
 - 1) We can play with the numbers in the budget, but can only change some things on both the income and the expense side.
 - 2) Looked at the various levels of attendance – we will tweak the numbers this afternoon to get a better picture of what the budget will look like
 - (a) For instance various levels of sponsorships and raffle/auction can fluctuate but if we project on the low end we could have a better idea
 - (b) The big projection that we don't know are sponsorships, which change depending on the year and the current climate
- b) Identify decisions and timeline (registration costs, workshop costs)
 - i) If we base the generated income on registration it would be more reliable
 - 1) We are far less expensive than other professional meetings
 - 2) Do have to be mindful of a fee increase, because the cost of our contracts are going up and we have not raised our prices to match this.
 - 3) Can project increased registration across various attendance levels
 - 4) What is our number to increase registration by (\$75-100)
 - ii) Waivers
 - 1) Increase in the registration could increase the number of waivers?
 - 2) When we increased Fish Out of Water Waivers last time, Shivonne got a \$1000 grant that allowed for the increase
 - 3) How many fish out of water waivers can we supply?
 - (a) Ten

III. Annual Meeting Program – Becky

- a) Program Theme: *At the Nexus of Science and Restoration: What do we know?*
- b) Plenary Session
 - i) Two speakers confirmed
 - 1) Louie Pit – Warm Springs
 - (a) Restoration from a tribal perspective
 - 2) Kitzhaber – Former Governor of Oregon
 - (a) Restoration advocate – Oregon plan (he has talked at ORAFS in the past, and is excited about coming back)
 - 3) Queta Gonzalez is a potential
- c) Workshops
 - i) Queta Gonzalez – Diversity, Equity, and Inclusion Workshop (8 hours)
 - 1) ExCom would work with Gabe Sheoships to facilitate this.
 - 2) She is costly to bring her in for the workshop (\$3000) but if she also does a plenary then it may help cut cost.
 - 3) Queta also suggested an avenue to acquire a grant to assist with covering her expenses as well, and there are other options to pursue as well.
 - 4) Queta does a lot of training with federal agencies and would be very positive for the meeting.
 - ii) John Bowers – GIS workshop (8 hours)
 - 1) Logistics
 - (a) Need to consider the capabilities of the meeting space – plug-ins, wifi, strength of connection
 - (i) Bayesian workshop from past time in Bend did not have problems
 - (b) Having the GIS software could be a holdup – wants to have some computers with the software on them to help anyone who does not have GIS available
 - (i) Capabilities to provide laptops with the software
 - iii) Ryan Couture - Hatchery workshop (4 hours)
 - 1) Wednesday morning preference
 - (a) Would make it easier for students to attend
 - iv) Identify Workshop chair to help to manage the logistics
 - 1) Connect Becky with Julie Binder, who was the chair last year
 - v) Workshop logistics
 - 1) Find out deadline for setting the workshops
 - 2) Figure out minimum and maximum attendance for each workshop
 - 3) Need instructor bios and information about the workshop for the website and newsletter
 - 4) Workshop instructors do not get registration waived, but they do not pay the workshop fee
 - 5) Workshop advertising – PP, social media, and emails – send out to students different universities/colleges
 - 6) Can send out separate emails to advertise for the workshops and call for

abstracts – make emails shorter and easier to recall in email archives

d) Technical Sessions

i) Call for Symposia and general logistics

- 1) How many invited symposia versus contributed? 15 (4 contributed, 11 invited)
- 2) Alternate speaking format – speed talks?
- 3) Must schedule students by noon on Thursday
- 4) Film Session was not as well attended as it could have been last year – need to get the timing right. Do the Film Festival during the poster session.
- 5) Collect data on how many people attend each session. That way we can plan for what size rooms we place sessions in.

ii) Potential 2019 technical sessions and moderators

- 1) Hatchery (2 sessions – innovations and a marine aquaculture)
- 2) Restoration
- 3) Lamprey – Ben Clemens
- 4) Predation
- 5) Human Dimensions – Jason Dunham
- 6) Genetics and Fish Management
- 7) Local Topics (Deschutes) – Jason Wilcox and Jim Capurso
- 8) Native Fish Workshop (Native Fish Committee meeting after the session)
- 9) Water and Climate Change
- 10) Floodplain Restoration (Ryan Bellmore),
- 11) Skills for All Stages- Shannon Richardson (try to schedule right after plenary)
- 12) Macroinvertebrates - Shannon Klauson, USFS
- 13) Rewilding – passive restoration
- 14) Traditional Ecological Knowledge – Gabe Sheoships (with DEI committee meeting after)
- 15) Speed Talks

iii) Review/brainstorm other technical session Ideas

- 1) Quantitative
- 2) Marine
- 3) Legislative Session
- 4) Education and Outreach – Communication
- 5) External Committee sessions

iv) Moderator communication

- 1) Always message to moderators that they need to register, and as they are reaching out to presenters, they are all expected to pay for the meeting (especially if they are not familiar with the meeting).
- 2) Have moderators send title of session and a list of confirmed speakers by the end of October.
- 3) Moderator spreadsheet – to communicate with all moderators and organize sessions and speakers.

e) External/internal committee meetings

- i) Generally, a great way for the committee chairs to recruit by having the external

committee meeting right after their session

- f) Poster Session – Chrissy Murphy potentially
 - i) Poster Night – could have the Film Festival that night
- g) Special Registrations and Social Passes
 - i) How to structure
 - 1) Poster session/film festival or just plenary pass?
 - 2) Need to include more detail in what they are buying
 - 3) Need more options – special one day (defined which days) however with more options the registration desk becomes more complicated (that will be helpful with registration committee)
- h) Media/Photography
 - i) Photography
 - ii) Build social media into the advertising - try to get the local media advertising or attending our meeting (perhaps they could attend for Wednesday)
 - iii) Media/Photography committee potentially – tap the student communication director
- i) Student Volunteer Program
 - i) Capping the number of volunteers
 - 1) Need to notify that they are selected to be a volunteer
 - 2) Contact as soon as possible
 - 3) Outreach to the schools about student lodging
 - 4) Send them a description of the new structure
 - (a) Action Item: ExCom will work with Shannon to create the document and get out to students.
 - ii) Scheduling
 - 1) Google doc for the volunteers – will involve a separate form apart from registration with details on what school are they are from, when they are coming, and what they want to do.
 - iii) Lodging
 - 1) Four students per room
 - (a) Students will specify preferred room arrangement
 - 2) Will have a set number - up to a certain amount and then the rest will go on waitlist.
 - (a) Need to be notified if they received the student lodging.

12:00 - Depart for Riverhouse, Bend Site Visit

12:30 - 1:30 – Lunch at Riverhouse, Bend

1:30 - 2:30 – Site Visit/ Contract

- Format for the upstairs rooms was very similar to years past
- River House conference building – downstairs was redone (new carpet, sound system)
- Could have access to the Deschutes Room (North and South) for meetings apart from

ORAFS (ex. BLM meeting, etc.)

- The Sisters Rooms could be used for childcare (has bathrooms and a sink available)
- Talked about hosting the awards lunch and the banquet downstairs since the renovations have made it a drastically better space

IV. Sponsorship/Advertising

- a) Sponsorship
 - i) Goals and sponsorship levels
 - 1) Goal is \$10,000 for sponsorships
 - 2) Keep the sponsorship levels the same
 - (a) Including the number of free registrations with the levels
 - 3) 12-18 Sponsors in the last few years
 - 4) List of regular sponsors & brainstorm new sponsors
 - ii) Meeting items and events that could be sponsored
 - 1) Shivonne will try to get grant for the DEI workshop
 - 2) Lanyard sponsor
 - 3) Could ask OWEB grant for Fish out of Water Waiver
 - 4) Try to get a sponsor on the swag
 - (a) Tote bags with logos
 - iii) Sponsoring registration/sponsoring rooms/events
- b) Advertising and promoting the meeting
 - i) Brainstorm groups to target
 - 1) Need to send the letters out to federal agencies
 - 2) List of schools to target
 - 3) Options for getting the word out
 - (a) listserv, website, social media

V. Vendor Displays

- a) Number of booths available – target 20 vendors
- b) Vendor outreach – maximizing interest
- c) Vendor booth cost (\$45/booth per day)

VI. Schedule-at-a-glance

- a) Space availability (sessions, banquet, poster session, breaks, and vendors)
 - i) Run through with internal director to make sure all rooms and events spaces are accurate
- b) Plenary session timing
- c) Business meeting/awards lunch

VII. Networking Events

- a) Imbibements
 - i) Will calculate the number needed based on projected attendance

- b) Meet your External Committees event
 - i) Most likely between 5-6 pm Wednesday
- c) Poster session/ Tradeshow
- d) Spawning Run/ Carcass Crawl
 - i) Insurance- will check with Shannon, but not sure who we would even pay
- e) Banquet – VP
 - i) For the banquet we get charged whatever the most expensive item is that we order
 - 1) Banquet – Ravioli (\$32); Chicken (\$33), Pork Lion (\$32); salad and desert
 - (a) With the 22% service charge we decided to charge \$42 for each of the banquet tickets
 - ii) Entertainment- DJ vs. Band
 - 1) We will contact potential local bands, James said he knows a local band from the Bend area
- f) Raffle Auction
 - i) Auctioneer – If she is available there is an auctioneer in Bend (\$300) Ramona from Redmond.
 - ii) Need to decide how to check out the silent auction items
 - 1) Need trained volunteers to help check out the silent auction,
 - 2) Have the raffle auction chair, VP, and others trained on the square for checkout, as well.
- g) Corn Hole
 - i) Will continue to do two nights of the corn hole tournament
- h) Student-Mentor Mixer
 - i) Format and logistics
 - 1) What one did they like better? 2017 or 2018 – start off with the speed dating form at the beginning (pair up) and then free-form and group by topics
 - (a) Trying to streamline the general layout
 - 2) Trying to get some other student representatives to help out (MHCC)
 - 3) Last year all the mentors an email requesting of general topics of interest and then student representatives compiled into 4-5 general topics that encapsulated all the suggested topics.
 - 4) Difficulty telling who was a student or a mentor
 - (a) All the students could have a flag for their nametags
 - (i) Order ribbons for all students (PC Nametag)
 - ii) Food / Drink
 - 1) No alcohol needed (lemonade, tea, and water)
- i) Awards
 - i) Call for awards
 - ii) Professional awards
 - iii) Best paper/ poster (judges/ criteria/ scheduling of student talks)
 - 1) On-line submission form
 - iv) Student scholarships

- j) Event volunteers
 - i) These will be arranged in a google document by the volunteer coordinator
 - 1) We are going to follow up with Shannon about the volunteer google form

VIII. Annual Meeting Budget Revisited

- a) Venue cost goes to \$0 (from \$3000) when the cost of food/beverage is over \$30,000
- b) Discussed the fee rate increases to match how much the venue rates have gone up over the years. It may seem to be a steep increase, but it is necessary to cover the cost of the meeting.
 - i) Would like to have registration fees cover the cost of the meeting instead of relying on unreliable sources (e.g. raffle and auction proceeds, sponsorships, etc.)
 - ii) Cost would be comparable to other conferences, if not less.
 - iii) We doubled student support (lodging) and included support for DEI activities (workshop and plenary).
 - iv) We increased the cost for members and non-members (all registrations), we also increased the cost for vendors, both profit and non-profit in order to cover the cost of registration and the cost of the booth (\$375 + \$180).
 - v) Did not change the student fees as drastically in order to prevent retention loss. Also did not change the retiree fees because they make up such a small proportion of the membership, they have often committed to ORAFS over the years, and many are relying on a fixed income and do not have the opinion to get their registrations paid for.
 - vi) Note: While ExCom was working through this process the use of the projector was very helpful. The treasurer was able to present how we were adjusting the registration costs, how those costs figured out at projected attendance levels, and how changing costs of each item in the budget effected expenses and incomes. Everyone could see what was happening at the same time and could discuss.

7:30 pm - Adjourn

Sunday, September 24, 2017

8:30 a.m. – 10:00 a.m.

IX. Review List of Tasks and Annual Meeting Handbook Outstanding Items

- a) Registration break out
 - i) One day registrations - ratio of the full registration
 - 1) Prices for each day
 - (a) Wednesday - \$100 plenary afternoon session and poster social
 - (b) Thursday -\$150 (pick a meal for the Awards Lunch)
 - (c) Friday - \$50
 - (i) \$25 more for non-members
 - ii) Social guest pass – \$50 (Includes awards lunch, poster/tradeshaw social, and workshop social)

b) Workshops

i) Fees

- 1) GIS fees - \$200
- 2) DEI- \$130
- 3) Hatchery – \$60 would like to keep it affordable for students

(a) Do not have to be registered for the meeting to attend a workshop

ii) Workshop organizer waiver policy

- 1) Provide one registration for workshop organizer (discussed changing the policy on workshop compensated registration, up it to two waivers). It will provide more leverage for organizers, more fair to the workshop organizers and more appropriately compensated the time and effort they put in.

(a) Shivonne made a motion to change the policy to say that registration fees may be waived for up to two workshop organizers or the lead presenter of a Chapter-sponsored event, Becky seconded and there was no discussion; the motion passed unanimously.

(b) Action Item: Shivonne will update the policy to reflect the increase in workshop organizer registration waivers.

c) Oregon Chapter AFS Code of Conduct

- i) ORAFS Administrative Handbook was last updated in 2016.
- ii) Western Division updated the Code of Conduct that has gone to the Society management committee, and went back and forth to get updated. Standby until it gets updated by the Society. At the Society level it has more strength, in reaction to some things that have happened.
- iii) Discussed the differences between the Code of Ethics and the Code of Conduct.
- iv) Could have the Code of Ethics linked to the registration, they have to check that they have read it. Points them to this positive document. During the meeting we can announce that the Code of Conduct is being updated at the Society.
- v) Could vote on changing the language (updates on gender language) in our Code of Ethics at the business meeting.
 - 1) Right now it says both genders, should say all.
 - 2) Kris will take the lead on this and discuss this at the business meeting.

d) Childcare options

i) Going through a third party

- 1) Shannon Richardson is helping organize this.
- 2) Need to send out a survey to see what the interest level would be
- 3) Targeting the younger children for care opportunities.
- 4) Would want to go with the minimum volume because it is so new. We need a minimum number of children in order to cover the cost.
- 5) Will have some administrative costs, roughly \$1500.
- 6) Would have the ability to cancel by January if needed.

- ii) If we put the corn hole in the budget then we can account for income there, and that could offset the cost of childcare.

e) Select planning committee

- i) Confirm those who mentioned they wanted to chair a committee.

ii) Action item: ExCom will reach out to others who may be interested in the vacant committee chairs.

- f) Action Item: ExCom will review information needed to update website (goes live before October 15th).

Planning Committee – need to identify:

Planning Committee

1. Planning Committee Chair - Becky
2. Business Meeting – Kris
3. Facility and Food Arrangements – Kevin Stertz
4. Imbibements – Eric Moberly
5. Poster Session – Chrissy Murphy (most likely again this year, but need to confirm)
6. Program Guide/ Design and Layout Contract/Printing Options – Becky Flitcroft/ Heather Stanley (confirm Heather/ confirm that Rich Grost and PacifiCorp sponsoring program)
7. Raffle and Auction – Jim Bartlett will be coordinating and arranging a chair/co-chairs
8. Registration – Katie Pierson/ Natalie Scheibel
9. Signs and Banners – In 2018 we had Britta Baechler – check in with her
10. Sponsorships – Kris Homel
11. Trade Show – Shivonne Nesbit
12. Student Coordination & Activities – Jim Bartlett
13. Student Paper Judging – In 2018 we had Johnny Armstrong – check in with him
 - a) Presentation of awards at banquet- Becky
14. Spawning Run/Carcass Crawl – Michelle Weaver (confirmed)
15. Website and Online Abstracts – Lora Tennant
16. Awards- Colleen Fagan (Confirm)
 - a) Submission timelines
 - b) Plaques- Shivonne
 - c) Presentation- Colleen and Shivonne
17. Student scholarship – Scott Heppell (confirm)
 - a) Submission timelines
18. Workshops – In 2018 we had Julie Binder - follow up with her again
19. Corn Hole – Alvaro Cortes
20. Banquet social/ entertainment – Jim will follow up with local band
21. Childcare – Shannon Richardson
22. Name tags and lanyards – Natalie Scheibel
23. Volunteers - Shannon Richardson
24. Photography - Rich Grost – confirm with Rich

Shivonne made a motion to approve the 2019 Bend Annual Meeting Budget, Becky seconded the motion and there was no discussion; the motion passed unanimously.

Meeting adjourned by a vote at 10:00 am.