



ORAFS Executive Committee Fall Retreat Minutes Sunriver, OR 97707 September 20-22, 2019

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

SATURDAY, SEPTEMBER 21, 2019

I. Site Visit

8:00 AM Depart Sunriver to arrive at Riverhouse Conference Center
8:30-11:00 AM Complimentary breakfast and site visit at the Riverhouse

- A. Spoke with hotel and convention center staff
 - a. Spoke with Rob White (sales director): contact for anything regarding the contract
 - b. Contracted rooms in the block (160 peak)
 - c. Spoke with Amy Newport (reservations coordinator): handles all the group reservations
 - i. Need to specify that there is onsite assistance on our meeting website
 - ii. Monday - Friday 7AM -7 PM and Saturday and Sunday 8 AM – 6 PM
 - iii. Option for group specific phone number (1-800) at no additional charge
- B. Toured convention center and discussed minor changes to the setup for the meeting
 - a. Kelly Huber (convention services manager): executes the contract, contact Kelly before Rob.
 - i. Kelly will pass info to Randy for AV needs. She will work with Andrew mainly.
 - b. Planning to use the computers outside the rooms for vendor and sponsor logos and schedule at a glance
 - i. Planning on printing off signs for technical sessions
- C. Notes for future contracts
 - a. Three Sister B is in the contract for 2020
 - i. Alternative space for 2022 would be in the Currents building

11:30 AM Becky Flitcroft called to order

II. Annual Meeting Timeline and Benchmarks

- A. Suggested deadlines for Annual Meeting (Sponsorship and Vendor deadlines are determined by printing deadlines, or else sponsors end up in Errata in program). The main deadlines to be concerned with are the website, PP, and program.

Benchmark	DATE
Abstract submission open – in fall Piscatorial Press (PP)	October 15, 2019
Registration open – by the fall PP	October 15, 2019
1st call for papers – by the fall PP	October 15, 2019
2nd call for papers (email)	November 15, 2019
3rd call for papers (email)	December 1, 2019
Abstract submission deadline	December 15, 2019
Officer nominations	December 20, 2019
Winter PP content to Stacy Strickland	December 20, 2019
Awards Deadline	December 31, 2019
Student Scholarship Deadline	January 10, 2020
Fish Out Of Water Waiver	First come, first serve
Abstract acceptance	January 10, 2020
Early Registration Deadline	January 19, 2020
Room Block Deadline	February 1, 2020
Registration Cancellation Date Deadline	February 1, 2020
Cover art + first draft program text to contractor	Beginning of January
Sponsorships	January 30, 2020
Printing Deadline (final)	February 7, 2020
Errata deadline	March 1, 2020

- a. Keep the dates the way they are even if they are on the weekends.
 - i. Action item: Peter, email Stacy for the PP with deadlines.
- b. Abstract deadline is firm, but depends on what we get in
 - i. Offer a speed talk or poster if they come in late
- c. Email call for symposia and post to the website
 - i. Save the date in the email and on the website
 - ii. Action item: Becky contact Lora Tennant (cc Peter) and get Peter access to listserv privileges.
- d. Program
 - i. Each step of printing process is determined with Heather Stanley (program contractor). The deadline for the program was earlier than usual last year.

- ii. Make it clear to the donors that to be in the program we would like to have donations confirmed by January 15.
- iii. Want to get the program in as close to the deadline as possible
- iv. Discussed going paperless – but printed programs are preferred by many
 - 1. Programs are good for acknowledging vendors and sponsors
- v. Need to verify the sponsorship (Rich Grost is the contact at PacifiCorp) for the program – discuss reformatting to pocket-size
- vi. Talk to Colleen Fagan about the deadlines for the Awards Nominations. Check if January 10 would be possible.

B. Fish Out of Water Waiver

- a. Budget for 10 (have not need to use them all of in the past)
 - i. It is written as someone who is in between jobs or employer won't pay for them to go, or those who are in a different field.
 - ii. Update the policy – post Fee Waiver Policy to the website and in the Piscatorial Press.
 - 1. Appendix 2 of the Meeting Handbook
 - iii. Clarify who qualifies for the FOWW in the advertising

C. Media passes

- a. Additional 5 waivers, split out from the FOWW
 - i. Need to have credentials
 - ii. Clarify that it is for the plenary of technical sessions

D. Website

- a. Peter has the content and is updating for the website and the PP

E. Abstract acceptance

- a. Send out emails to all of the presenters by January 10

F. Student Volunteers

- a. Lodging
 - i. Check where the student room block will be – Riverhouse or Redlion (10 rooms)
 - ii. Alternative room block at the Redlion - make sure we have those rooms saved
 - iii. Action Item: Andrew arrange room block at the Redlion – talk to Kevin about the number for that room block
- b. Volunteer notification
 - i. Let students know whether they have been accepted as a volunteer before February 1, 2020.

1:30 PM

III. Annual Meeting Budget Overview – Elizabeth

- A. Went over the budget and made decisions about changes for the 2020 Annual Meeting.
 - a. Action Item: Andrew figure out if we need to include the service charge (22%) for vendor fees

- B. Social and banquet food choices
 - a. Make sure we are ordering the correct percentage of the total projected attendance
 - b. Referenced choices from last year and decided on options for 2020
 - i. Workshop social: repeat the same order from last year
 - ii. LUNCH (\$28)
 - Roast Pork Marsala
 - Balsamic Chicken
 - Vegan Stir Fry
 - Spinach Salad
 - Plate of Cookies and Brownies (family style)
 - iii. DINNER (\$36)
 - Boursin Cheese Stuffed Chicken Breast
 - Pork Osso Bucco
 - Vegan Paella
 - Organic Local Greens
 - Assorted Dessert Bites
 - c. Discussed food choices for the student mentor social (keeping in mind that the student mentor social is followed by the tradeshow social).
 - (2) Pulled pork sliders \$3.5 per piece (\$7)
 - (1) Stuffed twice baked fingerling potatoes \$2.5
 - (2) Spring Rolls \$2.5 (\$5)
 - (1) Antipasto Skewers \$3.5
 - Total - \$18 per person
 - d. Discussed the tradeshow food choices – decided to keep the choices the same as last year
 - e. Break food – combination – packaged foods were charged only if they were used
 - i. Reviewed choices from last year
 - ii. Small order Wednesday (workshop attendees), Thursday (all), Friday (around %50 -%60 of attendees)
 - iii. Have a follow up – did we get things right? Enough food for each of the socials, breaks, etc.
 - iv. Take notes throughout the meeting (flip chart in the board room)
- C. Entertainment
 - a. Auctioneer – seek out different option
 - b. Band from 2019
- D. Plenary
 - a. There will be 2 plenary speakers
 - i. Herman Wanningen’s travel was added to the budget
- E. Administrative
 - a. Childcare costs – good idea in concept, but always seems to fall through because of lack of need or participation
 - i. Maybe not needed as much in Bend, but more fitting for the Eugene venue
 - ii. Would like to support if it is needed

- iii. Could leave it in the budget for next year
 - b. Compare the awards plaques costs from last year
 - c. Peter will choose the SWAG item and try to get a sponsor. Elizabeth will take care of the SWAG order.
 - d. Michelle will handle the apparel.
 - i. **Action Item: Michelle, order more ORAFS t-shirts and sweatshirts.**
- F. Identified decisions and timelines (registration costs, workshop costs)
 - a. Discussed the cost for non-profit registration, but determined it is at cost. Keeping it the same.
 - b. Charge flat fee for the workshop
 - i. Lowered the workshop fee to \$80 and \$50 for students – even though this digs into the profit, this is something that is giving back to the chapter and may attract more participation
 - c. Discussed what the overall profit from the meeting will be and how it relates to the last few years

IV. Annual Meeting Program

- A. Theme – Beyond Resilience
 - a. Working with systems that can gain from disorder
 - b. Plenary Session
 - i. One speaker confirmed – Herman Wanningen
 - ii. Looking for an additional speaker
 - 1. Potentials: Cathleen Dean Moore and Barbara Knuth from Cornell
- B. Workshops
 - a. Status and logistics
 - i. Two workshops – will work on logistics (full day/half day)
 - 1. Basic R - Michelle Jones
 - 2. Professional writing - David Noakes
 - ii. Find out what the instructor's needs are
 - 1. Computers, power strips, etc.
 - 2. Work with Andrew about what the power outlet availability is
- C. Technical Sessions
 - a. Encourage a two-way conversation
 - i. Foster opportunities to have discussions
 - ii. Panel discussions
 - 1. Panel discussions will be targeted for symposia that they will fit well with, in order to ensure driven discussion with opportunities for open group discussion
 - iii. Try some other formats and offer opportunities to open discussion
 - b. Invited Symposia
 - i. Peter has been updating information in the google document
 - ii. Potential symposia (~18-19)
 - 1. Quantitative, Fish and Forest, Antifragile, Professional Skills, Pink and Chum Salmon, Sturgeon, restoration, Science and Art, Professional Skills, Policy, Fisheries Economics,

- Hatchery Research and Innovations, Climate Change, Human Dimension, Management, Social Media, Lamprey
- 2. AFS External and Internal Committee speed talks – more focused on what the committees do
- 3. Conscious effort to reach out to the marine community
 - a. Mix talks within topics again
- 4. Once symposia are confirmed, need lists of speakers from the moderators.
- 5. External Committees sessions
 - a. Legislative, Marine, Habitat Restoration, Native Fish, Social Media, Climate Change, DEI
- iii. Abstract management
 - 1. Drop down menu with symposia titles – run with the confirmed titles
- c. External/internal committee meetings
 - i. Jason will discuss with the committee chairs to commit to having meetings
 - ii. Get more legislative involvement – our liaison, reach out to groups that are more involved in the policy
- D. Contributed Papers/ Other Symposia Topics and Organizers
- E. Alternate speaking and session formats – speed talks, panel discussions
- F. Poster Session
 - a. Chair confirmed
 - b. Moderators can advertise posters that are related to talks
 - c. Jason will talk to external committees about posters

V. Budget/Sponsorship/Advertising

- A. Sponsorship
 - 1. Sponsorship goal = \$10,000, same levels of sponsorship
 - 2. Sponsoring registration/sponsoring rooms/events
 - 3. List of regular sponsors & brainstorm new sponsors
- B. Advertising/Promoting meeting
 - 1. Groups and events to target:
 - Workshops
 - Symposia
 - Deadlines
 - Students
 - Save the Date
 - PP Flyers
 - Schedule – Brief schedule with major events at the time the symposia get confirmed
 - 2. List of schools to target
 - 3. Options for getting the word out- listserv, website, social media

VI. Vendor Displays

- A. Number or booths available

- B. Vendor outreach – maximizing interest –
 - a. Marine companies- Grundens, mustang, Caddis, Sigmaplot
- C. Vendor booth cost
- D. Vendor feedback – not enough foot traffic, stamp card (some like it and some don't), a page in the program, Peter can mention it, advertise what the prize is\
 - a. Be mindful of the arrangement of the vendors

VII. Schedule-at-a-glance

- A. Space availability (sessions, banquet, poster session, breaks, and vendors)
- B. Plenary session timing
- C. Business meeting/awards lunch
 - a. Horizontal room configuration with two screens

VIII. Networking Events

- A. Imbibements – Erik Moberly and Doug Gartletts
- B. Meet your External Committees event – does not work if there is not a designated room and time for committees to share what they do
 - a. Could be better facilitated as a symposia?
 - b. Speed talks from the External Committees
- C. Poster session/ Tradeshow
- D. Spawning Run/ Carcass Crawl – Michele Weaver
- E. Banquet - VP
 - 1. Raffle Auction
 - 2. Corn Hole/Other Fun?
 - 3. Entertainment- DJ vs. Band - **Action Item: Natalie will ask band from last year.**
- F. Student-Mentor Mixer (Sarah Busmire called in)
 - 1. Format
 - a. Discussed the structure of the student mentor mixer
 - b. Shivonne Nesbit had suggested incorporating an early career professional component.
 - c. Talked about the speed dating structure (small standing tables, one large table, etc.)
 - d. Reviewed the student-mentor mixer feedback survey
 - e. Reviewed what we could improve
 - f. Speed dating was challenging and broke up good conversations or people felt like they were locked into discussions they were not interested in
 - g. Have prompts for the mentors and the students
 - h. Break out into general topics, then within those groups, do the speed dating
 - i. If we had a facilitator to get into the focal groups then it could ease people into the conversations
 - j. The amount of time is appropriate
 - k. End off with a symposium that puts students in the right frame of mind for the student-mentor mixer

- l. Discussed how to be more inclusive to introverted students
 - m. Have a meeting primer - things to expect, meeting etiquette
 - n. Beneficial to have an ExCom member lead a meeting primer - things to expect, meeting etiquette, how to navigate the meeting
 - E-meeting, provide link to all subunits- sharing the broadcasts or other students who may not be in the Subunit
 - Talk with the TWS and Coastal Society
- Have an early career table and use this year as a pilot for including them
 Make sure to announce this in the advertisements and the schedule at a glance
- Students cycling through and talking to different mentors
 Prompt mentors to bring opportunities for internships, jobs, etc.
 Mentor Topics and Names from the Past
 Ex. STEP, Population Monitoring, Academia/Graduate School, etc.
 Break out by agency or group
- Will have another job board up – Peter will assign getting a job board to the Signs and Poster Committee chair

G. Awards

1. Call for awards
2. Professional awards
3. Student scholarships - timelines
4. Best paper/ poster (judges/ criteria/ scheduling of student talks)
5. Request from the State of the Coast - \$500 (includes a registration)

H. Funding request

1. Peter motioned that we sponsor the State of the Coast conference at the \$500 level, and it was seconded by Michelle. There was no discussion and the motion passed.

7:20 PM Adjourn for the day

SUNDAY, SEPTEMBER 22, 2019

8:00 – 10:00 AM

IX. Review list of Tasks and Annual Meeting Handbook outstanding items

- A. Select planning committee
 - a. Confirmed and identified potential chairs
- B. Reviewed information needed to update website (goes live around mid-October)
 - a. Cvent review

X. Planning Committee – confirmed and still seeking chairs for:

- A. Planning Committee Planning Committee Chair – Peter
- B. Business Meeting – Becky
- C. Facility and Food Arrangements – Andrew
- D. Imbibements – Erik Moberly
- E. Poster Session – Chrissy Murphy
- F. Program Guide/ Design and Layout Contract/Printing Options – Peter/
Heather (Confirm Heather/ Confirm that Rich Grost and PacifiCorp
sponsoring program)
- G. Raffle and Auction –
- H. Registration and Online Abstract Submission– Elizabeth/ Natalie
- I. Signs and Banners – Ask Stacy Strickland
- J. Sponsorships
- K. Trade Show – Kris
- L. Student Coordination & Activities – Michelle
- M. Student Paper Judging – Jonny Armstrong (Confirm)
- N. Presentation of awards at the banquet- Peter
- O. Spawning Run/Carcass Crawl – Michele (Confirm)
- P. Website – Lora
- Q. Awards- Colleen Fagan (Confirm)
 - a) Submission timelines –December 31
 - b) Plaques- Becky
 - c) Presentation- Colleen and Kris
 - d) Student scholarship – Scott Heppell (Confirm)
 - i. Submission timelines – January
- R. Workshops – Peter
- S. Corn Hole – Alvaro Cortes +1
- T. Banquet social/ entertainment – Natalie will ask the band from last year
- U. Name tags and lanyards – Natalie/ Elizabeth
- V. Volunteers- Alex Jensen and Amanda Pollock
- W. Photography- Contact Rich Grost and Jeff McEnroe

Meeting adjourned at 10:00 AM