



*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, September 9, 2020 3:00 PM – 5:00 PM

**Becky - Call to Order/Additional Agenda Items/Establish a quorum**

**In attendance:**

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

**Becky Flitcroft – 3:00 p.m. Call to Order / Establish a quorum**

**Mental Health Check (3:00) - Peter Stevens**

- Lots of fires going on, poor air quality

**Approval of Minutes (3:05) - Andrea Carpenter:**

- Todd moves to approve August meeting minutes, Scott seconds the motion. There was no discussion and the motion passes.

**Approval of OSU Bylaws (3:10) - Todd Hanna**

- Todd moves to approve OSU bylaws, Scott seconds the motion. Scott wanted to know if the constitutional review has already occurred, it has not as ExCom has to approve it first. Motion passes.

**Cvent Q&A - Cvent Rep, Ryan (3:15)**

- Scott wanted definition as to what is a collaborative session vs webinar. Scenario: technical session with 8 presenters in a row with pre-recorded talks and in chat minus live audio, it is considered within the video player (will not cost live minutes). Webinar with speaker live or pre-recorded with Q and A panel and the speaker can answer it during that time.
- Mentoring session with students and two way conversational, it would take up the minutes.
- Ryan specified that talks played with the video player with questions on the side would not cost extra or use up minutes. If there is two way video conference, it's best to have those in breakout rooms and works best with fewer than 50 people
- Becky wanted to know how a moderator fits in to the session. Can the moderator read the questions and then the presenter give the questions to them? Ryan

said this would all be covered under the video player, they can approve or deny the questions, pop it into an answered question section.

- Scott wanted to clarify about the moderator and speaker (2 separate people) are effectively live and can be heard, everyone else will be interacting through the chat box. Ryan says we would set up a room for each of the sessions and either play what was pre-recorded or it would turn into a video. A client success manager would set up training and everything that they would need. They would come up with resources to provide to everyone.
- If we were going to do a combo of pre-recorded content and live, we would need a live production tool to do that. Ryan can give a recommendation for a software to do all of this. CVENT also would also need to have a service team for us since they'll do multiple sessions at the same time, it's an hourly rate and with 4 concurrent sessions it would require 4 people. Production cost \$235 per hour, per person post production (so \$1000 for four rooms for an hour)
- A third party software company – would be cheaper, he will send on the name of the company (SASS software product) – would be less expensive if the clients have the capacity to use it.
- Becky suggested rethinking how we do questions and answers, potentially having four presentations and then 20 minutes of live questions covering the presentations. Ryan said it would have to be scoped out by the session and would be based on the time of the session. One suggestion is a panel, collaborative session right afterwards with fewer people.
- Prerecorded session with 8 speakers, then people can submit questions throughout the session, there is another session that is live Q and A, which would be a one way communication. Maybe you don't want to display the questions, they can go into the Q and A session and answer them that way. There wouldn't be any cost on that.
- What we're talking about is a pre-recorded talk which would have a "live" but then goes to "on demand" after the session where you can rewatch the talk or skip around. Content is also available for 90 days if you want it to be available for that length of time.
- Elizabeth commented that the only thing you'll miss out on by not watching it live is not being able to ask questions, however, we could put speakers contact info on the informational page to contact the speakers directly if people had additional questions
- Todd inquired about a virtual silent auction and Ryan said they didn't have a direct tool for that. Ryan suggested having a link that would open up in a new tab with the silent auction rather than creating a session for it. There's no fee for including a hyperlink.
- Becky had questions about vendors and virtual booths. There is no cost to have an exhibit section. The "join virtual booths" are video conferences and it would use video conferencing hours.
  - The cost would depend on the amount of time. There are different tiers depending on the amount we want to give to the exhibitors.

- Exhibitors have access to put their booth info, links to their website, who their reps are. Vendors are able to download list of people who visited their booth, they manage their side of the content.
- Sponsors normally cost more but they don't have a booth. Exhibitor costs are primarily based on video conferencing hours.
- Admins have an overarching view of the leads, etc. how busy the booth was.
- CVENT has a document for what came with their sponsorship, status, etc. before they committed. Ryan can send this to us to give pricing for different levels of sponsorship, vendors.
- Booths can be set up in less than a day, they need an image of their logo, will need links, whatever collateral they want to put in. As an admin you don't have to push it through but you can edit it if you see something you don't like.
- Elizabeth wanted to know how many administrator logins would be allowed.
  - Anyone who is an admin on the registration side would have access to Attendee Hub. Ryan said we can use one login but logins can't be used concurrently.
  - ORAFS probably needs to increase the number of logins that we purchase based on this.
  - Ryan said that we don't have to add logins for the whole length of the contract and they can prorate them for us (and there are discounts for purchasing more than one)
- General discussion: We need to keep people engaged and think about the meeting being broken up into shorter time blocks
  - Will have to think about it from the backend too, can help us design how we want to go forward
  - Might want to rethink our technical support, moderators need to be more technical. We may also need to have a formal training session for moderators with CVENT

#### **Annual Meeting Discussion (4:00)**

- 2021 Virtual Annual Meeting Contract
  - We're in a 3 year contract for Flex, the new contract might just be a one year contract for Engagement Hub \$8000 before increasing admin or assistance
  - We need to get back to CVENT by September 15 for discounts

#### **Fall Retreat (4:30) - Becky**

- Meeting Series – Meeting tomorrow Thurs 9/10 5-8 pm, discuss budget and decide a meeting time for the next meeting

## **Officer Reports (4:45)**

### **President - Peter Stevens**

- WD AFS ExCom Call Update – NO update

### **Past-President- Becky Flitcroft**

- Bouck Scholarship - Review Agreement
  - Call on Fri to review agreement, they agreed to be on the scholarship committee
  - Elizabeth has passed on the amount of what will be available this year
  - Past scholarship recipients to go on to AFS website (to be compiled by Andrea and Becky, work in progress)
- World Migratory Fish Day
  - Advertisement went out yesterday
  - Bruce is ordering materials and will be sending it out
  - Would love to hear ideas of subunits, thinks they could give info on ORAFS and migratory fish day but open to hearing ideas.
  - Action item: Todd will follow up with subunits regarding Migratory Fish Day when school is back in session.
  - Scarlett wants to use some of their funds to pay for student registrations, Becky suggested purchasing fish since registration is free

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

- Results of survey, 112 responses (about 20% of membership)
- 12 sessions lined up and working on a few more
- Several of external committee chairs have been up for hosting sessions
- Plenary speakers would occur each day at the start of the day, likely the meeting will run from 9A-1P. Scott has reached out to one speaker and awaiting others.
- Still to consider: creative ways to do student mentor session, awards, business meeting, student judging, etc.

### **Vice President – Todd Hanna**

- Couple of vendors for virtual auction, Katie Pearson agreed to help as long as she's not chasing donations. Might be good for student subunits to help with getting donations. Katie suggested a platform which seems to be a good option.
- Colleen Fagan is retiring but offered to handle the awards chair for one more year. Shannon Richardson said that she would take it over but Todd has not been able to reach her. Peggy has contact info for Shannon.
- Action item: Peggy will forward contact information for Shannon Richardson to Todd.

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

- 2022 Annual Meeting Contract – still working on getting it finished off.
- Action item: Peggy will send a list of questions to Becky and Peter regarding the 2022 Annual Meeting contract.

**Treasurer – Elizabeth OsierMoats**

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

Small Business Account  
Oregon Chapter - American Fisheries Society  
From 1 August 2020 to 31 August 2020

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
1 Aug 2020	Opening Balance						105,360.30
4 Aug 2020		6 Aug 2020	SCHWAB BROKERAGE DES:MONEYLIN K ID:55862242195 3666 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 24310330218003 224046274	Yes	Bank Feed	(500.00)	68,267.16
<b>Closing Balance</b>							<b>68,267.16</b>

- Elizabeth spoke to the accountant, taxes are due Sept 15. ORAFS assets exceed the limit for the federal EZ form, she has to do the more complicated form for us. Elizabeth has a form to sign. Might bring up some deficiencies in our reporting with our reporting of donations, etc. Underlines the fact that we don't expect for our assets to decline for investment and checking accounts, need to make sure that we are keeping good track of the value of the donations we receive and give donors receipts for their items (non-monetary donations).
- Talk with Peter on our policies to meet IRS guidelines, having a whistleblower policy, conflict of interest policy, things we could add to our administrative handbook.
- If we pay any individual person \$600 in a fiscal year, we have to report that and file a W9 form for them. If we pay service fees to a company that is not a corporation (e.g., corkage fee), we have to report it. If they are a corporation, then we don't have to worry about that. Something that we need to keep in mind in the future with workshops and annual meetings.
- Give any org more than \$5,000 to a group it also needs to be reported (this would include the lamprey workshop).

**External Director – Ryan Branstetter** Not present

**Secretary – Andrea Carpenter**

- Working on Flex, can share some of what I've worked on during our Fall retreat
- What we set up in Flex, will be able to be transferred to Engagement Hub but there will be a heavy lift in learning the Engagement Hub software.

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

- OSU update
  - Annika is trying to plan a camping trip during the first few weeks of school for their subunit, socially distanced and involve some educational aspects and going fishing. She's been looking at OSU policies for COVID and a Google form from interested participants.
  - Student Leadership and Involvement at OSU sent out some guidelines: no more than 10 people, outdoors. The club has been adapting around those.
  - Scarlett mentioned trouble scheduling meeting. They're also getting creative ideas for interacting with students in the area.
- MHCC update – no update

Adjourn 5:05