



***Oregon Chapter***  
*of the*  
***American Fisheries Society***  
*OR Chapter AFS: PO Box 8062 Portland, OR 97207-8062*

**To:** ORAFS Executive Committee  
**From:** Natalie Scheibel, Secretary  
**Subject:** Minutes from the ORAFS Executive Committee Teleconference - Wednesday, November 13th, 3:00 PM – 5:00 PM

**In attendance:** Becky Flitcroft - President, Michelle Scanlan – Vice President, Peter Stevens – President-elect, Jason Brandt – External Director, Natalie Scheibel – Secretary, Anna Klundt – MHCC Student Representative, Scarlett Arbuckle – OSU Student Subunit Faculty Advisor, Sage Fox – OSU Student Representative, Sarah Busmire – OSU Student Representative

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

**President- Becky**

- WDAFS Retreat – Becky was not in attendance, nothing to report
- Disbursements
  - Financial sustainability committee – just over \$9,000
  - Discussed ad-hoc committee made up of ORAFS members
  - Discussed how we want to structure the recommendations for the use of the disbursement funds
  - Move how we use disbursement funds towards something that is more planned and throughout than pragmatic approaches to spending the money
- Fish Art for Migratory Fish Day
  - Touched base with Bruce Koike
- Treasurer’s Report (Elizabeth not on the call)
  - Elizabeth sent out to all ExCom

**1. Business Checking Update**

**a. Checking Account Statement**

<b>Beginning Balance (10/01/2019)</b>	<b>\$60,942.84</b>	
Credits	\$155.00	(ScCS registrations)
Debit/Fee	(\$1,159.82)	(President’s travel to AFS,
Checks	(\$361.69)	(Chapter Insurance, Native Fish
Workshop)		
<b>Ending Balance (10/30/2019)</b>	<b>\$59,576.33</b>	

**b. Available Funds**

Balance as of 10/30/2019	\$59,576.33
State of the Coast	(\$500.00)

Student Colloquium	(\$500.00)
2019 Disbursement	\$8,102.91
123SignUp-Nov payout	\$377.50
PENDING	
Funds owed to ScCS	(\$1,127.87)
<b>Available Funds</b>	<b>\$57,793.46</b>

## 2. Financial Sustainability Meeting Q3

### a. 2019 Disbursement = \$8,102

- i. It is the understanding of the FSC, that the use of the funds will be strategic, planned, and that a summary will be provided to the FSC and Chapter members. To this end, an ad-hoc committee was proposed to take up the task of conceptualizing, organizing, and prioritizing items that could be funded by future disbursements. "We encourage ExCom to consider this ad-hoc committee and from our understanding there are already willing Chapter members to fill out the roster."
- ii. Recommended action: Discuss formation of Ad-Hoc committee to develop the Disbursement Grant Funding program.

## 3. Annual Meeting/Cvent

### a. Review of AM budget – where are we with Plenary Speakers? Will there be 1 or 2? (We have budgeted for 2)

### b. Additional Cvent log-in

- i. I recommend an additional Log-in for Cvent which will allow another person to be active in Cvent.
- ii. As-is only one person can use the Treasurer log-in at one time. This means that once registration is rolling, two people could not concurrently be logged-in to Cvent, for instance if need to work on the registration side and the Abstract Management side needs to occur at the same time. Also, Cvent Customer Service will only work with me to fix problems within Cvent, such as website adjustments that require specific HTML coding
- iii. Cost = \$250/year

1. This could come out of Film Festival Expenses (\$500 budgeted) or Plenary expenses if we only have 1 Plenary speaker.

### c. Fish out of Water Waiver – advertised in the Piscatorial Press

- i. They are first come first serve and ExCom will review applicants

## 4. Carl Bond Scholarship

### a. How to handle funds returned from OSU?

- Cvent
  - As of right now there is one username to handle the registration
  - Additional username - \$250 – out of the annual meeting budget
  - Deciding what line item to place it under
- Plenary speakers – as of right now we have one

- Elizabeth will receive the FOWW and send them to ExCom for review, then we will vote on them
- Funds received from OSU (past Carl Bond funds returned) were discussed to go towards an additional scholarship
- Hilton Hotel changed ownership to the Graduate Hotel, Eugene
  - How does this effect our 2021 contract?
  - Need to discuss this with the Graduate Hotel

#### **President-elect – Peter**

- Annual meeting updates
  - Cvent was a big push, thanks to Elizabeth and Natalie
  - Lora has the website up to date
  - Stacy was patient with the Fall Piscatorial Press and sent that out to membership
  - Symposia coordination
    - Need to find additional moderators
- Doodle poll for annual meeting planning call
- Need to fix link for the Raffle & Auction – still routes to the 2019 website
- Becky suggested looking at previous year’s annual meeting planning call agendas
  - Make sure the student volunteer details are squared away
  - Michele Weaver already took care of the spawning run insurance

#### **Past - President- Kris**

- Not on the call (Becky delivered report)
- ExCom recruitment
  - Able to recruit someone to run for every position
- Bouck Scholarship for a vote
  - Becky sent around the latest version with all of our final edits
  - Michelle motions that we approve the Bouck Scholarship document and the relationship that ORAFS will have with the scholarship, Peter seconded, and there was no discussion. The motion passed.
- Kris and Becky have been working on letters to send out to sponsors and vendors and will be sending them out shortly

#### **Vice President - Michelle**

- At the end of October Michele Weaver and Michelle Scanlan conducted an inventory of the apparel that is at headquarters
- Talked with Shannon about past orders
- There is a need for long-sleeves and hoodies
- Raffle & Auction Committee is up and running
  - Sarah Hart has been in communication with others who are soliciting for donations
  - Michelle submitted the permit for the alcohol in the raffle and auction
  - Currently have four full rolls of tickets – need a total of ten
    - Action Item: Natalie, forward the order form last year to Michelle.
- Met with OSU subunit and did a presentation about ORAFS
- OSU Student subunit funding needed for past spring break career development activities (honorarium)
  - Spring break career development with the tribes
  - Funding needed \$200-300

- Can they reallocate the funds that were not used for the OHRC trip towards the honorarium funding
- Memorandum of understanding for future years
  - Field trips and workshops (three events per year)
  - Would be written into the next year's grant request
- Moved by Michelle to authorize the OSU student subunit to reallocate subunit (pre-existing funds) workshop funds towards the tribal honorarium and seconded by Natalie.
- Discussion:
  - Elizabeth had some concerns about things like this occurring again in the future
  - MoU would solve the unexpected problems in the future
  - Concerns – one student made this decision on their own, the student subunit was now left to figure out how to fund.
  - Scarlett from OSU described a need for better communication among the subunit and with their partners.
- The motion passed.
- Michelle is looking to get moving on the bylaws and set a deadline of January 1, 2020 for any revisions. Student subunit should submit student subunit bylaw revisions by the deadline.

**Internal Director- Andrew**

- Not on the call

**Treasurer- Elizabeth**

- Not on the call

**External Director- Jason Brandt**

- Committee reports
  - Had a call with Troy, legislative chair about the legislative liaison
  - Still up in the air but have a clear path forward
  - Troy is going to talk with The Wildlife Society about costs, for the potential of contributing for a joint liaison
    - Wondering whether this would provide more leverage
    - Still would like to maintain a presence in Salem
  - Troy will lay out what our expectations are and where things were lacking
  - Jason's main concern was the lack of communication
    - We were supposed to see regular reports, but did not receive those
- Spoke with Jeremy Romer about the funding (\$5,000) we had for watershed councils
  - Asked him to take the lead on the path forward with regular contributions to watershed councils
  - Jeremy was hoping to hear back from ExCom about what kind of spending the funds should be allocated towards – good approach would be in line with the way the disbursement funds were
  - Funds would go towards things that the watershed councils can't typically get grants for, the costs of running the outreach programs
  - Discussed the best way to advertise this funding opportunity to watershed councils
  - Figure out a way to have the watershed councils apply by writing what they would need or use the funds for, first come first serve, or some other more formalized way to decide who receives the funding
  - Requirements or acknowledgments from the watershed councils

- Groups that utilized the funds last year will have something to report within the year
- Want to make sure it is a fair opportunity for a diverse group to apply
- Set up a call with Jeremy to discuss how these funds will be disbursed
- Decision should not fall to one person
- Jeremy thought in order to make the biggest impact, keeping it to one or two funding awards
- Request from native fish committee to assign remaining workshop funds towards the native fish conservationist award
  - This is not necessarily something that is going to be requested every year
  - If they need the \$88 then that is ok, because there are additional funds in the External Committee budget
  - Does not need to go to a vote, necessarily because it is still under Jason's purview
  - Would like to discuss the native fish conservationist award and where its place it, within the committee or rolled in with the other chapter awards

#### **Secretary - Natalie**

- Natalie motioned to approve the August minutes and it was seconded by Michelle. There was no discussion and the motion passed.
- The Fall Retreat and October minutes are out for edits and we can vote on them on the next call.

#### **Student Representatives**

- OSU Update
- Sarah just got back from the student colloquium in Humbolt, CA
  - Great experience, workshops and field trips
- OHRC trip coming up – 10 people signed up
  - Discussed planning and logistics for this Saturday
- MHCC Update
  - Dr. Sarah Bjork gave a fish health talk on Nov. 13, 2019
  - Last month they had 20 attendees at the MHCC AFS subunit meeting
  - Salmon Festival at the Multnomah Falls Lodge– volunteer outreach
  - Begin planning on the Yaquina Bay crabbing trip
  - Will be sponsoring some Mt. Hood Community College students to go to the ORAFS Annual Meeting
  - Will be voting in new person for the secretary position

**Meeting adjourned and the next call is Wednesday, December 11, 2019 from 3:00 to 5:00 PM.**