



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 - Tuesday, November 10, 2020 3:00 PM – 5:00 PM

In attendance: Peter Stevens – President, Elizabeth Osier-Moats – Treasurer, Andrea Carpenter – Secretary, Scott Heppell – President-elect, Todd Hanna - Vice President, Becky Flitcroft – Past President, Peggy Kavanagh – Internal Director, Ryan Branstetter - External Director, Annika Carlson – OSU Student Representative, Scarlett Arbuckle – OSU Student Subunit Advisor

Call to Order/Additional Agenda Items/Establish a quorum (3:00) - Peter Stevens

Approval of Minutes (3:05) - Andrea Carpenter

- Todd moves to approve Oct meeting minutes, Andrea Carpenter seconds. No discussion, motion passes.

Annual Meeting Discussion (3:10) - Scott Heppell

- 2021 Virtual Annual Meeting
 - Website Content & Build-out
 - Logo getting colorized and finalized. Art will go on the spawning run buff swag with the company from Bend, Black Strap.
 - Two volunteer coordinators – not sure what we're going to need volunteers to do. Scott wondered if they would be able to help with the event site.
 - Elizabeth is determining if she will be able to help with the Registration Committee, she'll get back to us
 - Session reminders sent out today, four are well organized, working on getting the rest of them in shape. All speakers are lined up.
 - Action item: Scott will get bio and photo from Lauren Rogers and send to Andrea to update the CVENT site.
 - Janelle, a grad student of Scott's, is working with Oregon Coast STEM hub and Statewide STEM hub to get some high school students interested in attending the meeting. Another connection through an academic sorority connected her with urban schools in the Portland area.
 - Peter thinks some of the outreach info could be passed through ODFW STEP biologists.

- We might be able to get some good information by sending a survey after the meeting to get some more information about who is using the high school student registration.
 - Scott also has a poster session coordinator lined up as well.
 - Action item: Scott will send out an email regarding the scheduling of Monthly Coordination Meetings.
 - Student Mentor Mixer – Todd met with subunit reps. Currently asking the subunits for a person to sit on the committee to help organize and then have that person recruit additional people to contact prospective mentors to help out with the mixers. Still working on the best way to host the activity.
 - Elizabeth forwarded the list of the 2020 participants to Todd.
 - Action item: Scott is going to send out second call for papers on Nov 16.
- Raffle/Auction - Todd Hanna
 - Basic blueprint of the Auctria site is set up.
 - Elizabeth is helping to set up the credit card account linked to it.
 - There is a spot on the site to accept donations (both money and items). Will want to put a link on both the CVENT and ORAFS.org site
 - We need to decide when to end the auction. We discussed keeping it open as long as we can, ending the silent auction at 1:30 on Friday and we will announce the raffle winner after the Student Paper Awards.
 - Action item: Andrea will update the schedule at a glance on the CVENT site.
 - Raffle/Auction Committee came up with \$10,000 as the target for fundraising to at least cover the student scholarships. We want to create the messaging that the fundraising supports student scholarships and feature it prominently. Becky wants us to be explicit that not all of the money will go to scholarships, we also support other activities and student subunits.
 - Elizabeth highlighted that we need to provide receipts to donors and track the approximate value of non-monetary gifts for our tax records.

Fishing Equipment Relief Program (3:50) - Peter Stevens

- ORAFS Spearheading accepting donations of fishing equipment for people who lost their gear in the fires around Oregon. We don't have the bandwidth right now to handle this and the logistics of collecting it and then distributing it to others with respect to health directives. Peter is going to notify that we're just not able to take it on at this point in time.

Officer Reports (4:00)

President - Peter Stevens

- WD AFS ExComm Call Update – Society is going with CVENT and it seems as though their pricing is much better than ours.
 - Action item: Peter will get more information from the Society on actual CVENT costs.
 - Both Becky and Peter found that their all day meetings from the Society level meeting did not allow them to prioritize attending the meeting. Talks were

available for 90 days after the meeting, and Becky said she did access some afterwards but it wasn't the same as the in person meeting.

- Financial Sustainability Committee
 - Amount available for disbursement available this year: about \$50k and ExCom would get half of that. Our investments are really starting to pay off, which is a good thing.
 - ExCom is not able to spend all of their budget this year, we may be able to fill the gap with our fundraising. There is a backup of the entire annual budget in the event that we don't make any money for the annual year.
 - We may need to dip into that backup budget to keep us afloat over the next few years, so we do have resources available.
 - It might be good to endow some of the scholarships so they are available regardless of the success of the annual meeting.
 - Becky is suggesting that we have a separate meeting about this with the Financial Sustainable Committee.
 - Action item: Everyone come up with some ideas on how to spend some of our endowment to discuss at the December meeting.

Past-President- Becky Flitcroft

- Updates – World Fish Migration Day, about 50 participants with the workshop. We received a lot of great feedback.
- Officer Recruitment
 - Think 2021 is set. The last position is the Treasurer, they will give her a final answer next week.
 - Interim treasurer – Katie Pearson said she would help with the finances of the raffle auction. Becky is going to step in to the treasurer position for the next six months.
 - Updating scholarship information on the CVENT and the ORAFS.org website. She's working with getting everything shifted over to Gwen.
 - Todd motions to appoint Becky Flitcroft as interim treasurer to fill the rest of the term, Scott seconded the motion. No discussion, the motion passes.
 - Peter will be taking over sponsorship and vendors for the annual meeting so Becky can focus on Treasurer duties.

President-Elect – Scott Heppell

- Nothing to add

Vice President – Todd Hanna

- Nothing to add

Internal Director – Peggy Kavanagh

- Nothing to add

Treasurer – Elizabeth OsierMoats

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

Small Business Account Oregon Chapter - American Fisheries Society As at 9 November 2020

| Date | Description | Reference | Amount |
|-----------------------------------|----------------------------|-------------|---------------|
| 9 Nov 2020 | Balance in Xero | | 58,961.34 |
| Less Outstanding Receipts | | | |
| 9 Nov 2020 | American Fisheries Society | Dues Rebate | 706.80 |
| Total Outstanding Receipts | | | 706.80 |
| 9 Nov 2020 | Statement Balance | | 58,254.54 |

We receive 3% of dues for any member, the \$10 ORAFS membership comes through a separate check.

Small Business Account Oregon Chapter - American Fisheries Society From 1 September 2020 to 9 November 2020

| Date | Description | Date Imported Into Xero | Reference | Reconciled | Source | Amount | Balance |
|------------------------|-----------------|-------------------------|--|------------|-----------|------------|------------------|
| 1 Sep 2020 | Opening Balance | | | | | | 68,267.16 |
| 14 Sep 2020 | | 15 Sep 2020 | BKOFAMERICA MOBILE 09/12 3807548411 DEPOSIT *MOBILE OR | Yes | Bank Feed | 1.33 | 68,268.49 |
| 16 Sep 2020 | | 18 Sep 2020 | CHECKCARD 0915 ONEWORLDHOS TING 800-642-7157 OH 244921502608527 47949672 | Yes | Bank Feed | (39.95) | 68,228.54 |
| 25 Sep 2020 | | 27 Sep 2020 | CHECKCARD 0924 AMERICAN FISHERIES SOCI BETHESDA MD 241134302683005 78512786 | Yes | Bank Feed | (195.00) | 68,033.54 |
| 5 Oct 2020 | | 6 Oct 2020 | Check 00000001321 00000001321 | Yes | Bank Feed | (8,175.00) | 59,858.54 |
| 13 Oct 2020 | | 15 Oct 2020 | CHECKCARD 1010 AUCTRIA CARLETON PLACON 740834202840000 04458198 | Yes | Bank Feed | (21.00) | 59,837.54 |
| 13 Oct 2020 | | 15 Oct 2020 | CHECKCARD 1010 AUCTRIA CARLETON PLACON 740834202840000 04458198 | Yes | Bank Feed | (700.00) | 59,137.54 |
| 19 Oct 2020 | | 21 Oct 2020 | Check 00000001320 00000001320 | Yes | Bank Feed | (203.00) | 58,934.54 |
| 23 Oct 2020 | | 25 Oct 2020 | CHECKCARD 1022 VIRAGO ACCOUNTING LLC 920-3784987 WI 245593002969000 13401628 | Yes | Bank Feed | (680.00) | 58,254.54 |
| Closing Balance | | | | | | | 58,254.54 |

- Our secondary budget – is in a money market account so it's pretty liquid
- \$31k is the disbursement, half of 12 months of gains. Really well invested.

- Elizabeth will be resigning as Treasurer within 30 days, starting to work on handing over duties to Becky. ORAFS needs to get someone else added to the bank account.
- Action item: Peter will have his name added to the BOA account.

External Director – Ryan Branstetter

- Trying to track down the committee chairs.
 - Climate Change – Kris Homel is heading it up, looking to pass it on
 - Unable to get in touch with the Communication Committee. We could wrap it in to the Human Dimensions Committee. We will need to look into the bylaws on how to proceed
- Ryan is working on getting in contact with the constitutional scholar regarding our bylaws.
- Ryan was contacted by a potential sponsor. He will forward that information to Peter.
- The Umatilla Journal, a tribal paper, wants Ryan to do an Op-ed in the paper about Diversity and Inclusion and how AFS/ORAFS is approaching that. Ryan will prepare it and we'll run it by the DEI Committee and Peter.

Secretary – Andrea Carpenter

- Finally made contact with our new CVENT rep, Mary Beth Walker.
- The Attendee Hub has some updates that are coming on line in Dec, so it will likely be early Jan that they'll do the build out
- Action item: Peggy will get in contact with Ryan Ball on what the timeline is for the updates on the Attendee Hub

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

- OSU update – Hosted a safe socially distant hike for subunit
- MHCC update – officers meeting this week, whole group meeting next week.

Adjourn 5:07 PM