



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, January 10, 2021 4:30 PM – 6:00 PM

In attendance: Peter Stevens – President, Andrea Carpenter – Secretary, Scott Heppell – President-elect, Todd Hanna - Vice President, Becky Flitcroft – Past President/Interim Treasurer, Peggy Kavanagh – Internal Director, Ryan Branstetter - External Director, Annika Carlson – OSU Student Representative, Kaylea Berry – MHCC Student Representative

Call to Order/Additional Agenda Items/Establish a quorum (4:30) - Peter Stevens

Approval of Minutes (4:35) - Andrea Carpenter

- Todd moves to approve the December minutes and Becky seconded the motion. There was no discussion and the motion passed.

Annual Meeting Update (4:40) - Scott Heppell

- 2021 Virtual Annual Meeting
 - Buffs/tubes prototypes posted on Twitter, Instagram and Facebook
 - Sent out acceptance emails for abstracts, and link for registration was still 2020 link, this was corrected.
 - Some positive recruitment for high school students at this point and some offers to cover registration for some attendees. Janelle has worked hard and gotten info out to ODFW step biologists and the Society level with Hutton Scholars as well
 - Some sponsor and vendor action, more sponsors than vendors.
 - Todd said the donations are dripping in now, mostly smaller things. We probably don't want to frame posters, it simplifies logistics. Michele Weaver will help grab them from Salem and try to avoid the prints with the stamps as those look best framed.
 - Becky suggests putting together an ORAFS gift basket with some items and then potentially some bottles of wine or gift certificate. We do have money in the budget to fill in the basket with some items. Peter pointed out that we don't have any money from the raffle, we could take some funding from our promotional budget. It could also allow ORAFS to support the breweries or wineries that are hurting that have normally donated to us in the past.

- Need to get in contact with the winner of the “Fish Naked” hat from last year and talk to them about shipping it to the next winner.
- Action item: Todd will get in touch with Jacque Schreck about the “Fish Naked” hat for this year’s auction.
- Registrations are at 90 and 99 abstracts submitted as of today
- Program Progress – Scott has not been in contact with the program company.
- Business Meeting – There will be one. The best thing to do will be conduct the meeting during our business meeting and then sending the motion for the minutes out to the membership in February 2021 as part of the ExCom election voting. We can then vote on the meeting minutes for 2021 in April/May virtually, and have paperwork in hand with newly elected officers confirmed.
- Action item: Andrea will update our Administrative Handbook with the suggested timeline for business meetings.
- Website Content & Build-out
 - We still need to get out information on how to record the videos to our presenters.
 - If we have people recording video through CVENT, it costs us our streaming hours.
 - We still need to set up how we’re doing sessions, Andrea sent out an email on a proposal to ExCom.

FSC/Disbursement Fund Update (5:10) - Peter Stevens

- FSC was opposed to hiring a treasurer/secretary. They were less opposed to an event planner. They thought we should get some information on it and build it into our budget for the Annual Meeting.
- We are still not sure what the FSC wants from us as part of the Disbursement Fund. FSC wants us to reinvest it, rather than spend the disbursement fund. One member suggested that they want us to have so much money invested that the disbursement would cover the annual costs every year so we’re self-sustaining.
- We don’t need their approval to add something to the budget.
- Peter suggests unless we have a really good opportunity to spend the disbursement funds, we should reinvest them.
- Becky thinks we also need to update the FSC Plan so we are explicit about how the funds can be used.

Officer Reports (5:20)

President - Peter Stevens

- WD AFS ExComm Call Update
 - They’re interested in each chapter sponsoring their own session during the meeting. We are recording the talks so that would be easy but we are not sure we could require people to attend the other meeting and they’ll have to pay for registrations.

- Becky suggests if we want our award winning students to talk at WD, WD needs to pay for their registration or we can potentially support them to attend WD as well. Disbursement funds might be a good source for this.
- We also need to find out how many speakers they want in a session.
- The meeting is in May, we are not sure if there is enough enthusiasm to get this organized. We may have some past ExCom members who would be interested in helping out in this respect.
- Eric is a legislative liaison we pay to track things on the legislative level, he has flagged a few things coming up in legislation that ORAFS might be interested in. There has been some suggestions that we combine our efforts with the Wildlife Society as clients. This is our highest line item in the budget.
- Three sponsors, two vendors set up so far. ODFW will sponsor this year but we're not sure what dollar value. Peter is reaching out personally to past sponsors.

Past-President/Interim Treasurer- Becky Flitcroft

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

OR AFS January 22, 2021, Treasurer's Report

Assets

Current Assets	
Cash and Cash Equivalents	
Small Business Account	68,021.79
Total Cash and Cash Equivalents	68,021.79
Accounts Receivable	1,250.00
Total Current Assets	69,271.79
Long Term Assets	
Bouck Memorial Investment	12,874.07
ORAFS Investment	458,639.90
Total Long Term Assets	471,513.97
Total Assets	540,785.76

Liabilities and Equity

Equity	
Current Year Earnings	(4,625.21)
Unrestricted Net Assets	545,410.97
Total Equity	540,785.76
Total Liabilities and Equity	540,785.76

- We also had our dues come in from the Society.
- ORAFS received a \$5k donation for the Bouck scholarship.
- We received our first FOOW from Andrew Dutterer at OWEB – this is an invited speaker speaking during the Willamette River session, their agency doesn't generally send people to meetings anyways but they are having financial hardship.
- Scott moves to accept the Fish Out Of Water waiver for Andrew Dutterer, Becky seconds the motion. There was no discussion. The motion passes.

President-Elect – Scott Heppell

- Compliance, Conflict of Interest Policy discussions mentioned at meetings prior. We are all good as long as we don't change what we're doing. Their responses at REEF have been due to the agencies they've dealt with.

Vice President – Todd Hanna

- We need to get a track changes between the old version and new version of the OSU Subunit bylaws for a timely approval by the Society.
- **Action item: Annika will get in touch with Scarlett regarding the old bylaws for OSU.**
- Annika requested someone from ExCom speak at the meeting, it would also be a good opportunity to talk about the Annual Meeting.

Internal Director – Peggy Kavanagh

No update

External Director – Ryan Branstetter

- The President is able to create a new committee and keep it rolling in perpetuity, but if we want to make it permanent, we need to write it into our bylaws.
- We are also able to merge the Production committees, we just need to merge it in the bylaws.
- Becky had a question about the Education Committee doing grants this year, it is in the budget for giving out resources. We want to close our books out, so it would be better to do this sooner rather than later.

Secretary – Andrea Carpenter

No update

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

- OSU update, Annika – having fun doing Zoom events, had a Zoom hangout and trying to do some more involved activities over Zoom. They're getting more participation by having more frequent, less structured meetings and maintaining their community. They had some issues in fall term with officers falling off, but they've had success this term with help from new officers.
- MHCC update, Kaylea – They had a Fishmas special last month, met some new students virtually. They are having their monthly meeting next week. Check out the Piscatorial Press for the second annual gingerbread creation.

Adjourn 6:10 PM

Business conducted via email:

- We received two Fish Out of Water waivers after the meeting but did not want to delay in responding. Both waivers are for members of the Confederated Tribes of Siletz Indians of Oregon, written on their behalves by two OSU grad students. Both applications are for invited speakers.

- Ryan moves to accept the Fish Out Of Water waiver for Robert Kentta, Andrea seconds the motion. There was no discussion. The motion passes.
- Andrea moves to accept the Fish Out Of Water waiver for Samantha Chisolm, Todd seconds the motion. There was no discussion. The motion passes.