



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 Spring Business Meeting Teleconference - Friday, April 23, 2021 1:00 PM – 2:00 PM and Saturday, April 23, 2021 10:00 AM – 12:00 PM

Attendance: Ryan Branstetter – External Director, Andrea Carpenter - Secretary, Todd Hanna – outgoing Vice President, Peter Stevens – incoming Past President, Peggy Kavanagh – Internal Director, Annika Carlson – OSU Student Subunit Representative , Scott Heppell – incoming President, Chris Hirsch – incoming President Elect, Victoria Quenessen – incoming Vice President, Adrienne Averett – incoming Treasurer, Evan Cox – incoming MHCC Student Representative, Becky Flitcroft – outgoing Past President/Interim Treasurer

Friday April 23rd, 1:00-3:00 PM

1:00-1:15 PM- Call to Order/ Welcome/ Introductions

- Review Agenda
- Review Robert’s Rules of Order. First step is establishing a parliamentarian. ExCom can review the rules online, but essentially we need to make motions and seconds to vote on things, then we can discuss, and vote on items. For voting, we need to make sure we have a quorum.
- Peter designated Peggy as parliamentarian.

1:15-2:00 PM - Information logistics

- Google Drive walk through – repository for all of ORAFS knowledge. Familiarize yourself with the format. Peter encourages everyone to save their files there for posterity, we have some files that don’t end up making it in there when ExCom members work on separate drives and they could be useful to future ExCom members in our respective positions.
 - Administrative Handbook – very useful and informative
 - Scott sent out his business plan via email but it is also located [here](#).
 - Annual Meeting Handbook – This is an excellent resource and living document that has been contributed to by a lot of past ExCom members. It covers what roles are in the meeting, and timeline for getting it done. It is mostly geared towards an in person meeting, hoping to be in person again in 2022.
 - Todd wanted to add that he put tons of stuff into the Vice President folder and encourages Vic to poke around and let him know if she has any questions.
- Incoming Ex-Com email/contact info – in Administration > Contacts folder with Google sheet and preferred email/phone number.

- Action item: All ExCom members will update their contact information located on the ExCom Google Drive.
- Email etiquette – Generally professional and we want to involve as many people as you think need to know. Everyone is good about copying those that need to know and striking a balance between copying only some ExCom members and keeping everyone informed.
- Everyone will have an account at @orafs.org – Peter needs contact info for that so he can get it set up with Emma, our webmaster.
- Contacting listserv – three of them
 - News – mostly used by Peter. Andrea identified that she thinks some membership are being left off of this, Peter will work with Emma to get this addressed.
 - Membership – sent to President and Secretary, we forward it on to our webmaster. This is mostly for votes (where membership is required).
 - Student – we normally send the info to the student subunit reps instead of this and they send it out from their base.
 - All of the communication going to the listserv is through President and President Elect (for Annual Meeting only).
 - If you have stuff that needs to get out there, send it to the President and they will disseminate it to the appropriate listserv.
- Conference Call dates/ times (send out calendar invite) – this is for our monthly ExCom calls. Historically on Wed or Thursday, doesn't have to be that way. We normally pick a day of the month and time that works.
 - Second Thursday from 3-5 PM will be our standing meeting time.
 - Action item: Scott will send out a standing Zoom link meeting.
 - We will have to send a Doodle poll to schedule May meeting, lots of conflicts at present
- Retreats – Spring and Fall
 - Spring held in April for Officer Transitions
 - Fall usually in Sept/Oct which focuses on Annual Meeting, both held over a weekend
 - Scott points out that we might want to have a timeline for when we're deciding whether we're meeting in person or not. Peter thinks we should be able to decide that along the same timeline that we're making the call about the annual meeting (July or August).
- Annual Meeting – date and location (Bend) for 2022 meeting are set, hoping for in person
- ORAFS website – ExCom should become familiar with this. Job board on the site that is different from the Society level. A lot of old white papers or letters are also saved on the site, interesting history as well.
- Officer emails get breached through the website – we've tried a lot of things, we can't figure out why it's happening. Email Emma and cc: Scott on it if/when this happens.

2:00-3:00 PM- Ex Com reports

Past President

- There is a lot to be proud of the work we do as ExCom, it's important to remember what an incredible opportunity this is when you're down in the trenches.

- ExCom has also been a great growth opportunity for her to do things she's been shy of doing in the past.

President

- For 2021, we had a plan of what we were going to do, it all got tossed to the side. Very proud of how ExCom pulled together, had successful events, and maintained membership. We did a lot and passing it off to the next generation of leaders!
- Never too soon to start thinking about something, regardless of your role in ExCom. We are all volunteers and have a lot of professional and personal demands in our lives.
- Pick one thing that if you got accomplished that you'd be pleased with and focus on that. This is a service and you're providing a great service being part of ExCom.

President-elect

- Virtual Annual Meeting was a big pivot, it went remarkably well. It was a big change and a lot of work but he never felt that the process was unstable or falling apart.
- ExCom is a worthwhile endeavor!

Vice-President

- Raffle/ Auction review – Auctria platform worked really well, if we decide to continue using it, there is a good starting point and we can enhance for next year.
- Student involvement review – this year he met with them a lot more than he would have in a “regular year” which was really good. Lots of opportunities to continue to work with the subunits
- Great learning experience to learn the inner workings of the chapter.
- He'll stay involved through the subunit.

Secretary

- Meeting Minutes for vote – She will try to send out at least a week before the vote. Will also send out the action item via email the week of the meeting.
- Feedback and Lessons Learned from 2021 Virtual Annual Meeting – Everyone should get trained up on CVENT as early as possible, especially Treasurer (Adrienne) and President-Elect (Chris) in their roles, even in the instance of an in person annual meeting (registration, event website, abstract management).

Treasurer

- 2021 AM Financial Report – We can balance good years with not so good years based on a three year average of revenue. Remarkably good result for a virtual event, we didn't know what the response would be. It made less than we made in person but it leaves us in a comfortable place.
 - \$90 in the budget
 - \$1,000 teaching grant that still has to be cashed
 - Trying to wrap up CVENT billing/payments. Writing some explicit terms in the future contract negotiations with CVENT are a must, as billing has been a bit of a black box.
 - Have \$84k in checking account.
- Budget Tracking Process on Google Drive – Treasurer is responsible for a lot, lots of online accounts.
- Account management (cards/ names on account) – Checking account needs to be sorted out. Our accountant is fantastic and very helpful. Taxes due in October, Becky is hoping to

have everything in place at the end of April so that ExCom/Adrienne are set up for taxes next year.

- CVENT has simplified registration for the Treasurer but there's an awful lot that you need to be aware of there and it's a lot better than what we had before.
- Vision - Financial Sustainability Committee and Scott will talk about both of their visions for the coming year. Treasurer is the gatekeeper for enthusiastic spending. We have a lot of money in our investment accounts now but it wasn't that many years ago that ORAFS was nearly in the red. It's important to keep that longer-term perspective.
- Looks like we will be creating an endowed scholarship which is really exciting and new.

Internal Director

- Thoughts of appreciation to Becky and Todd as they end their term with ExCom!
- Venue Contracts – if we have an in person event, we are all set up for 2022 and 2023.
- Vision – probably waiting to sign a contract for 2024 meeting but will have it lined up before too long. We likely want to make our decision about the 2022 meeting before negotiating this contract.

External Director

- Vision – Hope to get work plans for External Committees finalized for the year. Strong feeling he'll be pestering people at the end of the year.
- Will keep Human Dimensions Committee development progress going and combining committees.

Student Representatives (OSU, MHCC)

- Report (OSU) – They've learned a lot about how to make it fun even though they're virtual, Elena Eberhardt is their new rep. Doing a fish printing workshop with Bruce Koike.
- Report (MHCC) – Subunit has also learned a lot and very excited to participate with ORAFS.

Adjourn 3:08 PM

Saturday April 24th, 10:00-12:00 PM

Attendance: Ryan Branstetter – External Director, Andrea Carpenter - Secretary, Todd Hanna – outgoing Vice President, Peter Stevens – incoming Past President, Peggy Kavanagh – Internal Director, Annika Carlson – OSU Student Subunit Representative , Scott Heppell – incoming President, Chris Hirsch – incoming President Elect, Victoria Quenessen – incoming Vice President, Adrienne Averett – incoming Treasurer, Evan Cox – incoming MHCC Student Representative, Becky Flitcroft – outgoing Past President/Interim Treasurer, Julia Farkas – MHCC Student Subunit Representative, Tony Siniscal – Financial Sustainability Committee chair, Elena Eberhardt – OSU student subunit representative

10:00-10:30 AM Disbursement Strategy

- Financial Sustainability Plan and Investment Policy
 - In 2014, they started looking at year-to-year trends in income.
 - We had great years financially and then started spending that way, followed by lower years though those programs that were started were reliant on the money from the previous year and the budget bloated each year.

- Biggest source of income for the chapter is the Annual Meeting. We also have varying successes at different locations where we have the meeting, which started the 3-year running average.
- Setting goals and targets with sponsorship and tying the Annual Meeting budget to the Annual Operating Budget were put in place.
- Started with \$200k in a savings account, moved it into an investment account, as the chapter finalizes their finances, we transfer the money from the checking account into the investment account and it is valued at greater than \$600k.
- At the end of the year, anything over the next year's annual operating budget that is in the checking account gets put into the investment account. Essentially, ORAFS is funded through an endowment.
- Disbursement
 - On the order of \$10-\$15k to infuse money back into the chapter to fund projects, scholarships, etc.
 - FSC didn't want to dictate how ExCom spent their money and didn't want the disbursement go back into the bloat of the Annual Operating Budget.
 - Take half of the gains from the investment account, the other half becomes reinvested.
- We want people on the FSC who have interest or experience in finance but it can also be a learning experience.
- Scott wanted to know if we will reach a point where revenue and capital gains will cause us problems as a non-profit. Tony said that they've looked into it and the answer is no. We set this up so ExCom doesn't have to work as hard every year. They haven't figured out what the end target would be for a long term principle and it's been a challenge to spend the money now that we have it. They were pretty conservative early on but now FSC is really encouraging ExCom to spend the money.
- The pie in the sky dream someday would be to have a free meeting, but might be able to provide more guest registrations, student registrations, discounted registrations, etc. in the interim. Peter wondered if we might be able to move towards more of a concept of a revenue neutral meeting where we have the cost of the meeting covered by vendors, sponsors, and registrations rather than making a profit.
- Becky wants to balance the stress level of the volunteers and doesn't want us to get too enthusiastic to go down that path too soon.
- FSC can also figure out a better time to present the Disbursement to ExCom as fall is very busy with planning the Annual Meeting.

10:40 AM-12:00 PM Budget and Workplan FY2022

- Work Plan and Budget
 - Scott wants to move towards the DE&I issue to include people in the fisheries profession and continue those steps in the long term. We want to move this out from the DE&I Committee to the point where it just becomes part of the fabric of ORAFS.
 - Scott proposes an actual capital campaign or ORAFS to create a restricted fund for recurring and novel ideas push towards DEI. These concepts are not the same though they often get grouped together.

- Scott wants to create a dedicated diversity scholarship for tribal members to attend annual meetings. We shouldn't be asking or demanding that people who are working in fisheries in different ways to pay to tell us about their work. He wants to fund up to five opportunities for participants in our meeting of tribal members. This would also include attendance, hotel/lodging, and per diem.
- There's also the possibility of trying to do that for students as well. Scott would also like to get more high school student participation within the realm of inclusion.
- For the last five years a donor has written a check for \$2k for the DE&I scholarship. The donor has decided that they want to donate \$90k to ORAFS to create an endowed restricted fund to pay for the scholarship and other DEI initiatives. It's a good chunk of money but isn't enough to sustain the goals. Scott wants to create a fundraising campaign from our membership to match the large donation. He believes we can get about 4% revenue, if we have a \$100k endowment it would cover just the scholarship. Scott would like to target the campaign to build up the endowment. People tend to donate when there is a specific and noble cause.
- Vic wants to make sure that people feel safe before we invite them to participate. She thinks it's going to be an annual meeting or two to get feedback and improve the process, she doesn't see this happening by the end of this year.
- This will likely take many champions (maybe outside of ExCom) to keep driving the initiative, especially when ExCom gets bogged down. This comes up again with Veteran efforts.
- Adrienne wonders if it would be useful to hire a consultant to help us with these issues. We're fisheries scientists who aren't trained for this work, they could spearhead the effort and lead us down a good path.
- Peter said that Gabe forwarded contact information for someone that he's been working with, which Peter can forward to all of ExCom. He's also familiar with someone from PSU that does ally-ship training.
- Vic thinks we need to clearly define what we want that inclusivity to look like. It might be worth picking a group or two and making the space safe and inclusive for them before expanding.
- Annika thinks having certain professionals who designate them as someone who is willing to talk to students. There are a lot of less experienced students who are shy and having a hard time integrating into the Annual Meeting.
- Elena suggested having some networking activities for students (who are underage) to have a meetup place where students can interact with members from the other subunits.
- Scott wants to do a challenge to match the \$100k endowment, likely through a mail campaign.
- Scott wants to see paid internships for undergrads. Pay for students to attend Workshops, hold meetings at tribal centers.

- Becky and Vic also mentioned the level of alcohol consumption at meetings and retreats, especially when we're wanting to include undergraduate and high school students. This is likely a topic that we need to continue at another time.
 - Scott also wants to include the idea to include some of our Annual Meeting held virtually for people that cannot attend in person, maybe just the plenary sessions.
 - We could coordinate with other organizations, develop Fisheries and Aquatic Sciences, provide support for diversity initiatives, and maintain communication.
 - Make more connections with Humboldt State University Student Subunit.
 - Mentorship program, including a "meeting buddy"
 - Maintain active and diverse membership.
 - \$57k for our annual budget this year, redirected funds for retreat to diversity scholarship. We still have \$23k in funds.
 - Becky thinks we've been underwhelmed with our legislative liaison in the past few years. It might be something we want to look at teaming up with the Wildlife Society and splitting these expenses. To the best of Peter's knowledge, we will not be billed for this from this past year. There were discussions about sitting down with the liaison and the Legislative Committee and discuss our expectations. Peter thinks we should knock it down to \$5k for the short session. We can also leave it in as is in the proposed budget and it doesn't mean we have to spend all of the \$10k allotted. Becky thinks that we are just so small that the money doesn't make a big difference to someone in this arena.
 - Becky also brought up the \$3k grant for watersheds.
 - Scott proposes evening out the monies to the student subunits, MHCC has received less monies in the past. Todd wanted to know if that means MHCC needs to submit a new budget since it is for the old amount. Scott thinks we should approve the amount they've submitted, they can submit an amended budget for the additional monies if they're able to plan activities for that.
- Todd moves to approve Scott's operating budget, Becky seconds the motion. There was no discussion. Scott asked if he had to abstain, Peter and Becky clarified that was not an issue. The motion passes.
- Student Sub-unit Budgets. Peter sent them around to review before the meeting.
- Scott moves to pass both MHCC and OSU Student Subunit budgets, Becky seconds the motion. There was no discussion. Motion passes.

12:00 - 12:15 PM Incoming Officer's Vision

Incoming President Elect

- Chris is impressed by the Student Subunit budgets and activities. It would be good to have some crossover between the two subunits. Kudos to all of the activities.
- Potential themes/ vision for 2022 Annual Meeting – The Role of Disturbance in Fisheries: "Rising from the Ashes."
 - Role of Fire on the landscape, effects to fisheries and streams
 - Symposia with work around Mt. St. Helens

- Elwha Dam
- Science Communication
- Restoration funding opportunities
- Timeline for planning
 - Climate neutral meeting – invest some of our money into making it climate neutral
 - Wild ass idea – Finding Your Roots on PBS, it might be fun to do “Finding Your Academic Roots” and see who else you’re related to up the chain and how that might alienate people outside the big clusters, new blood and ideas

Incoming Vice President

- Vic is very looking forward to help promote inclusivity and equity. She hopes to bring the student subunits together and share resources if possible.

Incoming Treasurer

- Adrienne is looking forward to working with everyone and wrapping her head around all that ExCom does.