



*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 (first draft by Scott Heppell)

**Subject:** Minutes from the ORAFS Executive Committee Fall Retreat Teleconference - September 11 and 12, 2021, 9:00 AM – 5:00 PM

Note:

The Financial Sustainability Committee approached the Past President with the news that we had a good year on our investments and proposed the idea of an Annual Meeting with free registration. There were a series of votes and discussion regarding these issues on October 28, 2021, via email.

- Peggy motioned to use disbursement funds to pay for general admission for all attendees for the Annual Meeting, which was seconded by Andrea. Discussion as follows:
  - Andrea suggested we have people register early (deadline February 12) to avoid a flurry of registrations and extra work for herself and Adrienne.
  - Scott mentioned that we should suggest a donation of \$15 for those who could afford it (most likely professionals) and put those money aside for different missions of ORAFS (e.g., DEI initiatives, scholarships). Andrea mentioned that we would want to keep it to a few simple radio buttons on the registration site and wondered about transparency (since those monies would not go to separate funds). Adrienne thought she could make it work.
  - Adrienne questioned whether we still were charging vendor fees. Peter stated that we should, they can attend if they would like but if they're selling something they need to pay to participate in the event.
  - Adrienne questioned how this would affect the Annual Meeting budget for future years since it's based on profits of previous meetings. We discussed that this year's meeting "profit" should not be used to figure into the budget of other meetings.
  - There was no discussion and the motion passed.
- Adrienne motioned to maintain the vendor fee structure as discussed at the Fall retreat, which was seconded by Chris. There was no further discussion and the motion passed.

Due to this change as well as ongoing contract negotiation with CVENT, we delayed the rollout of the event website, abstract submission, and registration opening to November 1<sup>st</sup>, 2021.

The items discussed via email have been incorporated into the minutes below as to reduce confusion.

## DAY 1: Saturday, Sept 11, 2021 (9AM start time)

### I. Annual Meeting venue decision - Chris + ExCom

We'll need to decide the format for the conference; in-person, hybrid, virtual, etc. This will also be a good time to review ExCom officer roles in meeting organization.

- Several federal agencies will likely not have guidance about attendance until two months prior to the event (which consists of a great deal of our attendees)
- ODFW travel is also restricted right now.
- OSU does not have the same restrictions at present, but students may not have means or funding to attend an in-person meeting.
- For the 2021 Annual Meeting, we decided on a virtual format in July, and it was still difficult to get into position for the event. We would have a bit of a leg up this year since we've already put together a virtual meeting with CVENT but there is a lot of work to do.
- From the September 1, 2021, poll that was distributed to the listserv:
  - Comfort with in-person meeting? 24% yes, 12% no, 64% trend-dependent
  - Attend 2022 meeting? 36% undecided, 15% no, 15% only if virtual, 8% only if in person, 25% yes
  - Lots of thoughtful comments from members.
- At this point, we will go ahead with a virtual or hybrid meeting.

### II. Annual Meeting Timeline - Chris

#### Benchmarks

Here is the *Suggested Deadlines for Annual Meeting* from the Annual Meeting handbook, with timelines modified for ORAFS 2021 Virtual Meeting. Sponsorship and Vendor deadlines are determined by printing deadlines, else sponsors end up in Errata in program. Each step of the printing process is determined with Dan Orgill, the graphic design contractor). Because everything was electronic, we were able to push a couple of deadlines, and eliminate a few tasks (like room blocks)

Benchmark	DATE
Abstract submission open – in fall Piscatorial Press (PP)	November 1
Registration open – by the fall PP	November 1
1st call for papers – by the fall PP	November 1
Registration Cvent website ready with pages	November 1
2nd call for papers (email)	November 15
3rd call for papers (email)	December 1
Abstract submission deadline	December 17
Officer nominations	December 20
Winter PP	December 20
Awards Deadline	December 31
Cover art + first draft text of program to contractor	Beginning of January

Abstract acceptance email	January 7
Sponsorships	Check this/ Jan 30
Registration deadline	February 12
Presentation recording deadline	February 13
Finalize Virtual Event website presentations	February 15
Recording deadline (talks), Poster files (posters)	Two weeks prior
Auction website deadline -Auctria again?	??
Errata deadline	March 1

- Andrea suggested including an early registration deadline to have a better planning benchmark (something like January 14)?
- Include registration deadline for Spawning Run? This “deadline” last year was for the swag, it didn’t really have anything to do with the spawning run.
- Training events for live stream and collaborative sessions through Zoom/CVENT - two weeks prior?
- Final list of mentor names for mentoring sessions -two weeks prior?

## II. The Riverhouse site visit - Chris + Peggy (+ Scott?) 12PM

- ExCom members made the decision that holding another virtual annual meeting was in the best interest of the chapter and for our membership.
- There are too many unknowns to proceed with a potential hybrid meeting.
- Action item: Peggy will continue working with Cheryl in negotiations with Riverhouse regarding the contract for the 2022 meeting in-person cancellation.

## III. Annual Meeting Budget Overview – Adrienne (+ Chris) 2PM

- A. Brief overview of budget to guide us as we discuss meeting planning details
- It is probably best to use our information from last year to figure out costs and estimated profit since we’re holding another virtual meeting.
- B. Identify decisions and timeline (registration costs, workshop costs, meeting swag)
- Swag was a big hit last year, but it was also work. Chris would love for Lauren’s work to be commemorated into something tangible. Beanies were also suggested as a format (since they would be flat with shipping and size neutral). Chris will think about this.
  - We didn’t hold workshops in 2021 due to logistics. Several members wondered if we could bring one together that would be worthwhile for membership with the virtual format.
- C. Cvent Registration Platform overview
- Everyone is mostly familiar with the CVENT platform from the Annual Meeting last year.
  - We have four logins – treasurer, secretary, internal director, and president elect.
  - Action item: Andrea will schedule a meeting with Adrienne and Chris to orient them to the CVENT site.

- There was a motion to approve the 2022 Annual Meeting budget and a second. There was no discussion and the motion passed.
- Action item: Adrienne will finalize the draft budget for the virtual annual meeting using the disbursement funds to cover general admission.

## **DAY 2: Sunday, September 12, 2021 (9AM)**

### **III. Annual Meeting Program – Chris**

A. Theme: “Rising from the Ashes: The Role of Disturbance in Fisheries”

B. Plenary Session – wanting to follow 2021 schedule with likely three plenary speakers

C. Workshops

1. Status/ logistics – still working on this.

2. Identify Workshop chair – will also need to be identified

D. Technical Sessions

1. Invited Symposia

- Current ideas:

- Fire Effects on fisheries and fire recovery
- Fisheries Science from the Sky – using remote sensing
- Native Fishes
- Lamprey: A lot has changed
- eDNA – rapid evolution of ideas/knowledge
- Tribal Fisheries Programs
- Harney Basin spotlight – how to survive a revolt
- Human Dimensions
- Hatchery impacts from Climate change and drought
- Marine hypoxia and The Blob
- Ocean Acidification
- Elwha River recovery after dam removal
- Climate change and drought
- Fish and Forestry

- External Committees sessions – likely just Native Fishes and Human Dimensions but will solicit ideas from other committees.

- External/internal committee meetings – Ryan will work on this and committees that they need to hold a meeting every year, though this reminder had marginal success with the 2021 meeting.

2. Contributed Papers/ Other Symposia Topics and Organizers

3. Alternate speaking format – speed talks?

4. Poster Session – virtual format worked well in 2021.

### **IV. Budget/Sponsorship/Advertising**

A. Sponsorship

1. Goals sponsorship, levels of sponsorship

- Will keep the 2021 Sponsorship levels as follows:

<b>Sponsorship level</b>	<b>Price</b>	<b>Complimentary registrations</b>	<b>Session sponsorship</b>
Platinum	\$5,000	3	Keynote session
Gold	\$2,500	2	2 Technical sessions
Silver	\$1,250	2	1 Technical session
Bronze	\$500	1	Acknowledgement on registration site and OR AFS website
Sustaining Contributor	\$250		Acknowledgement on registration site

2. Sponsoring registration via Cvent – maintaining the same format from 2021, accepting payments outside of CVENT but their attendees with register through CVENT.

2.a. Sponsoring rooms/events

3. List of regular sponsors & brainstorm new sponsors

B. Advertising/Promoting meeting

1. Brainstorm groups to target

2. List of schools to target

3. Options for getting the word out- listserv, website, social media

## **V. Vendor Displays**

A. Number of booths available – as many as we can sell with a virtual meeting

B. Vendor outreach – maximizing interest, potentially working with CVENT to find out improvements they've made for this. Peter will take charge on this again this year.

C. Form, registrants via Cvent

D. Vendor booth cost – keep the same levels as virtual meeting.

- \$425 for vendors
- \$225 for non-profits

## **VI. Schedule-at-a-glance**

A. Space availability (sessions, banquet, poster session, breaks, vendors)

B. Plenary session timing

C. Business meeting / awards lunch

- Chris will likely follow the same format/scheduling that Scott planned for the 2021 meeting since it worked so well last time.

## VII. Networking Events

- A. Social breakout rooms during breaks: themes, mindfulness / meditation, veterans?
- B. Meet your External Committees event
- C. Poster session/ Tradeshow
- D. Spawning Run/ Carcass Crawl (Michele again?)
- E. Raffle Auction - 50/50 Raffle?
- F. Student-Mentor Mixer
  - a. Format
    - i. scheduled times / forced rotations?
    - ii. organized by work / research topic instead of agency?
    - iii. moderators (timing, questions, speaking time, etc.)
  - b. Have near-peer mentoring event again? - match the hatch
- G. Awards (15 min) Jeremy Romer?
  - a. Call for awards
  - b. Professional awards
  - c. Student scholarships - timelines (Gwen Bury)
  - d. Best paper/ poster (judges/ criteria/ scheduling of student talks)

## VIII. Review list of Tasks and Annual Meeting Handbook outstanding items

- A. Select planning committee
- B. Review information needed to update website (goes live before November 1st)

### **Planning Committee – By the end of retreat we should identify the following. Below contains names from past ORAFS meetings to provide a template**

#### Planning Committee

- 1. Planning Committee Chair – Chris
- 2. Business Meeting – Scott
- 3. Poster Session – **TBD**
- 4. Program Guide/ Design and Layout Contract/Printing Options – Chris (w/Dan Orgill)  
(Confirm Heather/ Confirm that Rich Grost and PacifiCorp sponsoring program)
- 5. Raffle and Auction – Vic (**need co-chair**)
- 6. Registration – Andrea/Peggy/Adrienne
- 7. Sponsorships – Scott
- 8. Trade Show – Peter
- 9. Student Coordination & Activities – Subunits/Vic
- 10. Student Paper Judging – **Ivan Arismendi has been asked**
  - a) Presentation of awards is after business meeting -Scott
- 11. Spawning Run/Carcass Crawl – (**will ask Michelle Weaver**)
- 12. Website and Online Abstracts – Emma Garner
- 13. Awards – (Jeremy Romer)
  - a) Submission timelines: December 31st
  - b) Plaques – Scott
  - c) Presentation – Jeremy and Scott
- 14. Student scholarship – (Gwen Bury)

- a) Submission timelines December 31st
- 15. Workshops – (Chris developing ideas.)
- 16. Volunteers – (Christina Linkem? Farallon Broughton?)

- Action item: Chris will finalize all the Planning Committee roles (highlighted in red).

Adjourned