



*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 - Friday, November 19, 2021, 3:00 PM – 5:00 PM

**In attendance:** Scott Heppell – President, Peter Stevens – Past-President, Chris Hirsch – President-elect, Andrea Carpenter – Secretary, Adrienne Averett – Treasurer, Victoria Quenessen – Vice President, Peggy Kavanagh - Internal Director, Ryan Branstetter - External Director, Shalynn Pack – Faculty Advisor for OSU Student Subunit, Annika Carlson – OSU Student Subunit, Elena Eberhardt – OSU Student Subunit

**Call to Order/Additional Agenda Items/Establish a quorum (3:00) – Scott Heppell**

- Scott introduced Elena and Annika from the OSU Student Subunit.
- Scott also introduced Shalynn, who is the faculty advisor of the Fish and Wildlife Club and the student sub-unit. She's the point person for professional development so she's looking forward to getting more students to attend ORAFS.

**Approval of Meeting Minutes – Andrea Carpenter (3:05)**

- Andrea moved to approve the August meeting minutes as edited and Chris seconded the motion. The was no discussion and the motion passed.

**Main topics of conversation**

- CVENT, Riverhouse, and the amazing Peggy Kavanagh
  - Riverhouse will not charge us cancellation fees if we will host 2024 and 2025 with them, which keeps \$25k in the books. Andrea and Adrienne gave some info from the previous Bend meeting attendance to support membership affiliations and reasons why our attendees are not permitted to travel per their employer.
  - CVENT for Society Meeting
    - They were pushing services at the meeting and mentioned they had the ability to provide web design services. Scott hasn't pursued that any further.
    - The Society has offered to help the chapter with venue contracting, we might want to file that away in the future.

- The Society also was pushing they have investment advisors if chapters need help. Our FSC committee does a great job for us in that respect.
- Historian did a presentation on Robert's Rules – it was questioned if this was a good way to seek input in meetings. The concern is the rules were designed so everyone can say something if they want to share but it has the potential to not include all voices as it favors those who would speak up. Something we might keep in mind for future meetings so we might think of other ways to incorporate all thoughts.
  - Peter thinks it's a good way to conduct a meeting loosely but there are ways we can improve this for our chapter. We tend to operate as a consensus body.
  - We want to make sure that we include everyone, and those voices hold equal weight.
- Virtual aspect of Society meeting (Chris' experience) – For First few plenaries worked well, but the highly anticipated final one crashed about 5 minutes in and was not recovered or replayed. Finding what was available was very difficult, she couldn't find the talks via search either. The Society commented that they were not going to continue with CVENT due to Attendee Hub not working. The Society hires CVENT staff hourly to help run the meeting from start to finish, so this was a surprising result.
- Gather Town – New platform, virtual meeting room that you can walk around and interact with other people. It's a free form Zoom room with avatars. The Society didn't do too much to put people into it, but there were good options for poster sessions and networking.
- From the in-person side of the meeting: Scott is glad we didn't try to do a hybrid meeting; he thinks it's more than twice as much work as the two halves have to interface with each other. Attendance was not high (approx. 800), plenary sessions were about the same that we have at ORAFS.
- Half of the talks didn't get uploaded to CVENT and half of the in-person talks didn't happen. Changes to the schedule were not communicated, most sessions didn't have moderators.
- Society contacted Historic Black Colleges in the area and had a meeting mentor for all students from HBCs that participated. Everyone thought it was a success and they likely would want to continue in the future, likely when in Spokane with tribal students.
- Society likely rolling forward with some aspect of a virtual portion for future meetings.

- Bouck Scholarship – scholarship deadlines are coming up
  - Family is interested in awarding it and wanted to know where the principle stood. They will not likely be able to award much at this point (likely less than \$1,000).
  - They want more financial information before they move forward. Tony will be getting back to Peter relatively soon. Peter is trying to push this process along.

### **Officer Reports**

#### **President – Scott Heppell**

- WD AFS call – DEI committee.
  - Nothing to report but a few annual meeting planning issues. Invited them to attend the Oregon Chapter meeting.
  - Things to consider for future ORAFS meetings:
    - Providing childcare options
    - Affinity rooms – BIPOC, small user groups, veterans.
    - Developing an alcohol policy – won't need to visit this until the 2023 meeting.
    - Vic had a few suggestions for future meetings to think about:
      - Shuttle services for people (likely students) in offsite hotels.
      - Gender neutral bathrooms to provide safe spaces for everyone.

#### **Past-President – Peter Stevens**

- Officer Recruitment
  - Has Internal Director, Secretary, and Vice President positions commitments. Working on President and External Director so still needs nominations. Peter can do the work of chatting with them; he just needs a name.
- MHCC Program Recruitment/Retention – Peter sits on the advisory board.
  - A full slate of students is 32, but only 10 are still in the program for this year. This downturn is primarily just reflected in 2020 and 2021, though Peter noted they are doing in-person schooling this year.
  - Nez Perce tribe is thinking of sending a cohort of students to attend. It is often hard for students to acclimate when they're alone or in pairs.

#### **President-Elect – Chris Hirsch**

- Annual meeting planning
  - We are on track! Need to run down some pieces where she's still working on figuring out logistics.
  - Time to start having planning meetings, every other week. Will get set up.
    - Student awards – Ivan Arismendi and Stephanie Gunkel
    - Gwen Bury – scholarships
    - Spawning – Michele
    - Volunteer coordinator - Megan White and Brent Cardenas

- Awards – Brian Bangs
- Swag committee – Christina and Peggy. Want volunteers to feel appreciated for helping.
- Poster session – still need help on this. Maybe a student volunteer?
  - Interested in using Gather Town. Amanda Polley has been involved in organizing OSU’s meetings using that platform.
  - Andrea expressed that a volunteer would need to help with that, she is at capacity with the back end of CVENT.
- Mixer – Vic can facilitate but is looking for grad volunteer for the mentor mixer and an undergrad volunteer for the student. Maybe want to use Gather Town too.
- Program – needs Dan’s contact info. Suggested to look in 2020 Bend files.
- Plenary – two confirmed, reaching out to Robin Kimmerer from SUNY College of Environmental Science and Forestry to talk about traditional ecological knowledge.
- Symposia – 14 confirmed

**Vice President – Vic Quenessen**

- Auctria updates and questions
  - Set an hour of bidding war time for this year since it was pretty intense last year.
  - Bidding ends after talks so folks have time to run and do last minute bids.
  - Thermometer of progress set at \$10,000 like last year.
  - If anyone has pictures of previous annual meetings, students getting awards, student-subunit activities, please send them to Vic ([vicepresident@orafs.org](mailto:vicepresident@orafs.org)) to add them to the picture slideshow on the front page of the Auctria site.
  - We have the option to submit a spreadsheet of CVENT registrants to the Auctria site to register automatically. It was decided to allow folks to register themselves as needed.
  - Added sponsorship levels to Auctria, so folks can pay there.
  - Confirmed \$5 per raffle ticket for the 50/50 raffle this year.
  - Important links:
    - Donate an item: <https://charityauction.bid/ORAFS2022/Donate-An-Item>
    - Become a sponsor: <https://charityauction.bid/ORAFS2022/becomesponsor>
- Donation solicitations now underway
  - Elena and Annika are also on the auction committee and additional students that are happy to solicit donations.
  - Since registration is free, students were interested in free swag being a reward to soliciting donations. Vic suggested a tiered system for prizes.
- Action item: Vic will coordinate with Peggy to determine what ORAFS swag can be used as prizes.
- Tomelleri painting for OSU Student Subunit
  - A Tomelleri painting was donated to the student subunit years ago. They are wondering if they could auction off this item at the Annual Meeting with all proceeds going directly to the sub-unit.

- ExCom agreed if it is a one-time event and the description of the item is clear that the funding goes directly to the OSU student sub-unit, we can proceed.

### **Internal Director – Peggy Kavanagh**

- Riverhouse will accept ORAFS reserving their facilities for our 2024 and 2025 annual meetings in lieu of any fees in relation to the cancellation/postponement of the 2022 annual meeting. A review clause will be included in future contracts to allow us time to reassess our attendance prior to the meeting.
- Cvent matched The Society's Attendee Hub pricing, so our overall expenses to Cvent for the 2022 annual meeting decreased.
- **Action item: Peggy needs to provide Adrienne with the updated contract costs for the Annual Meeting budget.**
- Cvent and ORAFS signed a three-year contract for the registration and abstract management. With this are 10 free log-ins. We are set at 400 registrants per year. If registration exceeds this, we can either pay a per person price or buy additional blocks. If registration is lower than anticipated, the extra roll-over to the following year.
- We have a meeting with Cvent and Tricia (our new CVENT rep in place of Shuja) in early December to get started and see the new features and capabilities.

### **External Director – Ryan Branstetter**

- DEI letter update from committees: Did not receive much regarding additional commentary, with exception of Gabe Sheoships, that forwarded me the National AFS guidelines on DEI and should probably have those in place at a minimum for the ORAFS chapter if not automatic.
- Received updated work plan and budget from Jim Capurso (Native Fish Committee).
- Trying to assist Christine with finding speaker for annual meeting session.
- Did mail run, IRS form needed for renewal, sent e-copy to Adrienne.
- Yakama Nation Lamprey Tech (Dave'y Lumley) will make some Lamprey key chains for raffle. Will be mailed to Vic when done.

### **Secretary – Andrea Carpenter**

- Working on the backlog of meeting minutes from maternity leave.
- CVENT Annual Meeting website, registration, and abstract submission were up and running November 1<sup>st</sup>. Please continue to forward errors/corrections when you come across them.
- Emma also created a page on the orafs.org site with the artwork, basic description of the meeting, and links to the various CVENT pages.

**Treasurer – Adrienne Averett**

- Treasurer’s report

## Statement of Financial Position

Oregon Chapter - American Fisheries Society

As of November 19, 2021

Accrual Basis

NOV 19, 2021

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**Assets**

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**Current Assets**

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**Cash and Cash Equivalents**

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Small Business Account	51,341.95
<b>Total Cash and Cash Equivalents</b>	<b>51,341.95</b>

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Accounts Receivable	1,250.00
<b>Total Current Assets</b>	<b>52,591.95</b>

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**Long Term Assets**

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Bouck Memorial Investment	18,952.10
ORAFS Investment	496,056.10
<b>Total Long Term Assets</b>	<b>515,008.20</b>

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<b>Total Assets</b>	<b>567,600.15</b>
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**Liabilities and Equity**

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**Equity**

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Current Year Earnings	(5,406.15)
Retained Earnings	46,501.10
Unrestricted Net Assets	526,425.20
<b>Total Equity</b>	<b>567,600.15</b>

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<b>Total Liabilities and Equity</b>	<b>567,600.15</b>
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- Business account balance, income, cash out, & invoices out to date
  - The balance above reflects FY22 income and business expenses to date, annual funds transfer to the investment account, and the pending BioMark silver level sponsorship.
- ORAFS debit card - Requested a new business account debit card; the card should arrive soon.
- 2020 taxes - Our accountant Lyssa is still working on the 2020 taxes and wrapping up FY21 year-end accounting tasks. She filed an extension with the IRS and we received IRS Form 8868 approval for filing by March 15, 2022.
- Expense reimbursements - Process reminder that mileage, lodging/travel, and per diem are reimbursable business expenses (based on past records, it wasn't clear that per diem has been a consistently reimbursed expense). Standard GSA destination-based rates apply. After you travel, just send me your receipts (n.b., per diem receipts are only required if you exceed the GSA rate) and I'll draft and process your expense claim quickly.

- 2022 Annual Meeting registrations to date
  - 59 registrants including 20 first timers
  - 2 DEI donations and 1 unspecified donation totally \$165
  - 7 volunteers
  - 17 spawning run participants

### **Student Subunit**

- MHCC update – not present
- OSU update – Annika and Elena
  - Successfully hosted a few events over fall quarter like a tour of the OSU research collection.
  - They've began meeting and planning events with the MHCC subunit to foster connections between the two schools.
  - Starting to prep and find volunteers to help get donations for the auction for the Annual Meeting.

Adjourned 5:00 PM