



*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 – Thursday, January 13, 2022, 3:00 PM – 5:00 PM

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

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

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

- Peter moved to approve the December meeting minutes as submitted and Andrea seconded the motion. The was no discussion and the motion passed.

**Main topics of conversation**

- Albert G Lassuy DEI Endowment fund announced. The check has been received and it is announced in the Piscatorial Press. There should be some additional funds (about \$30,000) coming in relatively soon as well.
- Capital campaign
  - Scott is running in a capital campaign; he was hoping that we could make it a round \$100,000 to start
  - We have a \$5,000 match for funds raised as well.
  - Scott also wants to create an independent mailer to send out to membership.
- Sponsorship of Pacific Northwest Aquatic Monitoring Partnership (PNAMP) 2022 meeting (<https://www.pnamp.org/project/emerging-technologies-information-sessions-2022>)
  - Should ORAFS be a sponsor and if yes, at what level? Do we want to just sponsor, or “display?” Or both?
  - Adrienne said we have \$1500 for non-AFS conferences, there is another \$1000 in discretionary sponsorship funds (\$2,500 total). Also of note, this fiscal year ends April 30<sup>th</sup>.
  - Peter said that we normally sponsor between \$500-\$1,000 level. Scott clarified that we have sponsored PNAMP before.

- Adrienne suggested gifting the complimentary registration(s) to students. We could potentially also cover some lodging.
- Peter moves to sponsor PNAMP at the \$1,000 level, Adrienne seconds the motion. Adrienne wanted to clarify if we needed to include that we were donating one of the registrations. Scott and Peter clarified that we don't need to vote on that, but it is good to have it recorded. The motion passes.
- Chris says she'll respond to Nancy and cc: Adrienne and Scott to keep them in the loop.
- Peter clarified that we could make one of the scholarships available for Tribal members to accept.
- Extending the scholarship deadline – to February 1, 2022.
  - Shalynn thought that students seeing two letters of recommendation in the application process as a barrier, so they don't apply. She suggests having two references instead of having them obtain letters of recommendations.
  - Scott wondered if it was a perceived or realized barrier. Most likely it's perceived.
  - Scott says that they haven't advertised the scholarships to the e-campus students in the past, they could do that.
  - She also thought that having an unofficial transcript should be considered, to reduce barriers.
- Awards nomination deadline has also been extended to February 1, 2022.

## **Officer Reports**

### **President – Scott Heppell**

- Back to the DEI conversation. Scott has dropped the ball on the DEI consultant, he plans on getting back to that and getting it rolling again this semester, working with Ryan and the DEI Committee.

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

- Has account set up on CVENT to help set up vendor booths.
- Peter has a good list for officer candidates for Scott's recruitment for 2023.

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

- Annual meeting planning
  - Switched to weekly meetings that will start next week
  - High school students and meeting buddies
    - Shalynn said that she can recruit undergraduate students to volunteer their time to meet with high school students and being buddies (pre, during, and post check-ins).
    - Shalynn will send the list to Scott.
- WDAFS call (Chris attended in lieu of Scott)

- What the other chapters are doing, they were planning on in-person meetings and switching their meeting dates or pivoting to virtual meetings.
- Idaho is doing their meeting at a Tribal owned hotel, Zach Penny is a plenary speaker, and the chapter is hosting a Traditional Ecological Knowledge workshop. We could probably gain a lot of great ideas from them.
- Lots of Tribal aspects going into the Spokane meeting as well.
- Alaska Chapter is paying the membership dues for ExCom members to entice officers.
- Western Division created a new committee for Early Career Professionals.
- At the Society level, a benefit is access to webinars that they conduct. Three webinars that are free to anybody and there are additional webinars that are only available for members. She has the flyer that she can share with ExCom, and we can place into our program.
- Chris shared about our free meeting, high school attendees, and meeting buddies.

**Vice President – Vic Quenessen**, update provided via email

- We've officially got 7 items loaded up in Auctria, with at least 5-10 more donations coming in (I'm just waiting for images / confirmation of value of items from some folks), with a current total estimated value of \$1430. The OSU and HMCC sub-units are also still busy reaching out to or following up with potential donors.
- She's in contact with Elizabeth at Auctria and can host the Vendor payments in there as well, standing by for a decision.

**Internal Director – Peggy Kavanagh**

- Working on swag.
- Volunteers – she also wants to make sure that she gets lists from Scott/Shalynn so they can receive pieces of appreciation.
- Talking to Lauren about artwork for swag and the website.

**External Director – Ryan Branstetter**

- Helping on the program
- Waiting to hear back from External Committees, he might have had an issue with ODFW email addresses
- Hoping to have a journal article for all of us to review
- Didn't get DEI comments back from External Committee (Nov 1) was the deadline. Only really heard from the Human Dimensions chair.

**Secretary – Andrea Carpenter**

- CVENT update – sessions and plenaries are in
- Working on back-end framework.

## Treasurer – Adrienne Averett

- Treasurer’s report

### Statement of Financial Position

Oregon Chapter - American Fisheries Society

As of January 13, 2022

Accrual Basis

JAN 13, 2022

#### Assets

##### Current Assets

Cash and Cash Equivalents	
Small Business Account	94,271.46
Total Cash and Cash Equivalents	94,271.46
Total Current Assets	94,271.46

##### Long Term Assets

Bouck Memorial Investment	14,452.10
ORAFS Investment	496,056.10
Total Long Term Assets	510,508.20

Total Assets 604,779.66

#### Liabilities and Equity

##### Equity

Current Year Earnings	31,773.36
Retained Earnings	46,501.10
Unrestricted Net Assets	526,425.20
Total Equity	604,779.66

Total Liabilities and Equity 604,779.66

- Balance Sheet - current Business Account balance (Total Account Assets) includes:
  - \$4,500 contribution for the Jerry Bouck Memorial Fund
  - \$60,000 contribution for the AGL Memorial DEI Endowment Fund
  - \$2,000 contribution for the annual DEI scholarship
  - Renewal of USPS PO Box annual rent (\$146)
  - Estimated operating budget balance of ~\$31,000 (pending investment fund transfers & recent expense payments)
- Replacement debit card received today
- Coordinating with Lyssa (Accountant) on 1099-NEC tax filing
  - Signed the 1099 Engagement Agreement
  - We are required by the IRS to report any payments we made by cash or check for non-corporate, individual and/or independent contractor services above \$600 (e.g., Dan Orgill) in a calendar year (note: we do not have to report payments using third parties - e.g., payments we made by credit card or online payment services)
  - We need to request and have on file a W-9 from all non-corporate, individual parties and/or independent contractors that we enter service agreements/contracts with for any services above \$600
- Propose updating/revising operating budget template to include line items for annual and bi-annual expenses, new donation/endowment codes, and annual meeting expenses (pivot to one Master operating budget with annual meeting projected revenue & expenses included)
- Attending FSC Committee Meeting on January 27th
  - Endowment Fund (JB & AGL) transfers

- ORAFS Annual Meeting adjustment (to cover Cvent contract costs)
- Financial accountability & security: potential to coordinate with Lyssa our accountant or other non-profit financial expert on fiscal liabilities for non-profits, continuity/high turnover concerns, key security measures we need in place, etc. We need to determine how financially fit we are.
  - Scott suggested having that speaker or training at the Spring retreat. Peggy also suggested doing it at a monthly meeting and then further discussion at the spring retreat.
  - Andrea suggested involving the FSC committee in that discussion.

**Student Subunit** – MHCC and OSU, not present

MHCC, not present

OSU – Annika Carlson

- Flyfishing workshop being planned
- Another version of R workshop
- Planning the spring break professional tour
- Students reaching out to donors for the auction/raffle at the annual meeting
- Working with MHCC subunit to rethink the student mentor mixer and revisioning it, looking at careers from each agency by topic

Adjourned 4:20 PM

The following business was conducted via email on January 28, 2022:

- Peggy, Cheryl, and Riverhouse have been working to improve the language of the contracts, and they are much improved from previous contracts. She would like to sign the contracts committing ORAFS to the Riverhouse for annual meetings in 2024 and 2025 by January 31, 2022.
- Andrea moved to accept the Riverhouse contracts as negotiated by Peggy and Cheryl for ORAFS Annual Meetings in 2024 and 2025 and Adrienne seconded the motion. Ryan wanted to note that we should probably pursue other geographical areas of Oregon for future meetings to be more inclusive. Vic brought up a concern about the ability to have gender-neutral bathrooms at the Riverhouse. Several members acknowledged both these points are important to address, we will carry them over to the newly elected Internal Director. The motion passed.