



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, December 9, 2021, 3:00 PM – 5:00 PM

In attendance: 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

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 Fall retreat, October, and November meeting minutes as amended and Peggy seconded the motion. There was no discussion and the motion passed.

Main topics of conversation

- Lassuy DEI Endowment funds are in!
 - Denny Lassuy personally sponsored DEI scholarship for several years and signaling that he wants to make it part of his estate planning. We will hold the check from his estate in a separate pot to track and reinvest for the endowment.
 - Very generous contribution and he's requested that it be a memorial scholarship named in honor of his father.
 - The donation amount would likely generate more than \$2K per year, so working towards what do to with the excess funds. Additional scholarships or a pot of money available for DEI initiatives, trainings, etc.
 - Adrienne wondered where the money is supposed to go (does she need to check with FSC?). Peter thought it would be managed like our other accounts, not a separate pool but it will be on the books as its own separate chunk. We could do the same thing as our disbursement account and have 50% of any capital gains available, but it also allows us to roll money back into the fund and grow it over time.
 - Chris thinks we need to get a game plan together and present it to Denny.
- High school recruitment efforts underway
 - Scott and Chris met with Christine Moffatt, Janelle, and Olivia to brainstorm outreach to increase high school student attendance of the Annual Meeting.

- Salmon bowl science competition in February and will coordinate with the organizers.
 - Several other avenues such as South Coast teacher associated with the South Slough, Salmon Watch (Shivonne Nesbit is on the board)
 - Janelle created a flyer to advertise it.
 - Ideas for an orientation to explain what the different parts of the meeting are and assign meeting buddies (possibly use the Student Subunits for this). Give them some insight into the college experience too.
 - Peter suggested talking to Todd Hanna or Marla with MHCC. Chris will follow up.
- Annual meeting review
 - Chris meeting with Dan Orgill to discuss the contract for the program.
 - Chris has lined up Amy Fullerton from NMFS for the final plenary session to pull everything together at the end of the conference. Bios and photos are up for the other plenary speakers.
 - The Society is putting together a lot of effort to get tribal involvement for the Spokane meeting in August.
 - There are two symposia leads that are interested in getting and extension on abstract submission. Peter suggested that it only impacts Chris, so it's largely a call that she can make but don't move it past Christmas or New Year's.
 - Chris said that some of the symposia have changed and not gotten off the ground – she will check in with Andrea about getting those changed/updated on the Abstract Management site.
 - Started recurring planning meetings.
 - Student paper judging committee (Ivan and Stephanie) have a scheduling conflict for the timeslot but were able to give some information offline.
 - Chris has not been able to contact with Gwen Bury. Peggy has reached out a few times but has not heard back, she suggested contacting Becky about it.
 - Peter suggested having the plenary speakers in the Piscatorial Press to generate interest in attending. We could also announce them on social media.
 - There are currently 5 OSU undergrads registered to attend for credit, and Shalynn thinks there will be 5+ more who are attending but not for credit (so they're not on our radar). Shalynn said that they are doing a conference orientation for them as well and they could team up with MHCC and the high school students if interested.
 - Andrea suggested an idea of those students presenting during the poster session. Shalynn said they're Scott's students so he could assign that to them.
 - Action item: Andrea will follow up with Scott to suggest promoting students present at the poster session.
- Revisit regular meeting time?

- Scott has had a few conflicts with other meetings and finals. Andrea has a meeting that sometimes butts up to this meeting, but it doesn't always match up.
- No one really had a burning itch to change the meeting time, so we'll keep it as is for now.

Officer Reports

President – Scott Heppell, not present

Past-President – Peter Stevens

- Will start circulating info for vendors
- Has lots of officers lined up for next year's ExCom from ODFW and OSU. Still looking for External Director and President.
- Forwarding headshots and bios for officers running for positions to Stacy for the Piscatorial Press.

President-Elect – Chris Hirsch

- Should ORAFS offer discounted vendor registration for Lauren (Annual Meeting logo artist)?
 - \$500 honorarium for artist in Annual Meeting Budget
 - Chris can offer honorarium or combo with vendor booth. For transparency, we should probably proceed with the payment, and it is up to Lauren if she wants to purchase the vendor booth.
 - Peter said we need to be more explicit in the future in whether they're a contractor or whether they're donating some of their work to us as a service for AFS.
 - Ask her about the Attendee Hub work as well, whether it's part of the honorarium or additional contract.
 - Action item: Andrea will forward the Attendee Hub artwork requirements to Chris for her discussion with Lauren.

Vice President – Vic Quenessen

- Still submitting donations, lots of gift cards so far and some artwork.
- Student mixer contact info – Jake and Christian are the volunteers to help with that.
- Swag prize structure for volunteers soliciting donation and for the volunteers helping to pull the meeting off.
- Auctria – fixed the site so all sponsors will be paying the stripe processing fee
- She will be stateside for the conference so she can host the poster session or anything else that needs assistance.

Internal Director – Peggy Kavanagh

- Meeting with Christina to organize some swag for volunteers and will get back to Vic.
- Spoke with Gabe – no DEI scholarship applications yet. She's encouraging him to put something in the Piscatorial Press to advertise the scholarship a bit more.

- Received the 2024 and 2025 contracts from Riverhouse for the Annual Meetings. She's going through that with Cheryl.
- Tomorrow at 8am meeting with Trisha from CVENT who is getting us started with Attendee Hub. Andrea also sent out training links for CVENT.

External Director – Ryan Branstetter

Nothing to report

Secretary – Andrea Carpenter

- Artist for the annual meeting logo, Lauren Zatkos, signed the logo and we added a sentence to the Summary page to give her credit for her artwork.
- As of this morning, 119 registrants! However, we only have 16 abstracts submitted. We need to do what we can to get those abstracts rolling in.
 - Chris checked in with symposia leads to see where they were as far as talks planned and submitted abstracts.
 - Vic suggested posting this information on social media.
- GatherTown – has Chris found someone to head that portion of the meeting?
 - Chris said she wanted to talk with CVENT to hear how it interacts with Attendee Hub. She really liked that you could see who were in different rooms.
 - Peggy thought she saw promos for other networking options, and we'll likely hear about them from Trisha at our meeting.

Treasurer – Adrienne Averett

- Treasurer’s report

Statement of Financial Position

Oregon Chapter - American Fisheries Society

As of December 9, 2021

Accrual Basis

DEC 9, 2021

Assets

Current Assets

Cash and Cash Equivalents

Small Business Account	51,427.36
Total Cash and Cash Equivalents	51,427.36

Total Current Assets 51,427.36

Long Term Assets

Bouck Memorial Investment	18,952.10
ORAFS Investment	496,056.10
Total Long Term Assets	515,008.20

Total Assets 566,435.56

Liabilities and Equity

Equity

Current Year Earnings	(6,570.74)
Retained Earnings	46,581.10
Unrestricted Net Assets	526,425.20
Total Equity	566,435.56

Total Liabilities and Equity 566,435.56

- Current assets include \$11.40 credit from CVENT (with cryptic memo which hasn't been reconciled).
- Electronic payment to CVENT for the 3-year contract in the amount of \$23,509.90 which should clear around December 13th.
 - Peter received an inquiry about payment for our contract. Chris has received it as well (her message was an automated message).
 - Action item: Peter will forward that message to Adrienne to see if it lines up with the invoice she paid.
- She let Tony and Troy know about the contract payment and will discuss at the next FSC meeting whether we want a disbursement to come back to cover those costs or if we want to keep those invested so the money can grow for us.

Student Subunit – MHCC and OSU, not present

Final conversations

- Laura Tesler photo print donation <https://laurateslerphotography.com/portfolio>

- Vic needs help deciding which images we should have in our silent auction. Screen shot the photos that you like and send them to Vic. She was told to send top 5, and Laura will pick one or two to donate.
 - Sent favorites by the end of the day Friday.
- Andrea reminded everyone that through our recent CVENT contract, we have 10 CVENT user logins. It probably makes the most sense to set all of ExCom officers up with logins and we can add additional people who are helping with the meeting after that.
- Action item: Andrea will set up remaining ExCom officers up with CVENT user accounts.
- Adrienne has contacts with Virginia Chapter AFS and Virginia Tech subunit. She wondered if she could share the registration info with them, they might have some interesting disturbance talks.
 - Chris said there will be a symposium for “Lessons from East of Oregon” that would fit those talks nicely.
- Action item: Chris will forward the changed symposia topics to Andrea for update on the CVENT site.

Adjourned 4:40 PM