



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, February 10, 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, Jake Mildenberger – MHCC Student Subunit

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

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

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

Main topics of conversation

- Scholarships
 - Bouck award – How much should it be and how do we handle recent donation?
 - If we manage to award it this year, it will be the first time ever. Advertised the amount of the scholarship at \$2,000.
 - No applications came into this award this year, Peter suggested to award it to someone else who is deserving that applied to other scholarships.
 - Because we have multiple applicants for MS and BS, but zero for PhD or Bouck, if there are multiple worthy applications, can we reallocate funds. Scott would entertain motions to reallocate these awards.
 - Peter moved to reallocate the PhD scholarship to an additional masters or bachelor's student award and Peggy seconded the motion. There was no discussion and the motion passed.
 - Peter moved that Bouck Scholarship is awarded to a deserving masters or candidate and Peggy seconded the motion. Peter wanted to clarify that we clearly announce that it is the Bouck Scholarship that is being awarded. The motion passed.

- Annual meeting
 - Meeting budget revision – working on version 6 for so long, and so many changes from the approved version 2 due to contract liabilities that Peggy negotiated
 - Everything in orange is big changes that we've made.
 - It's so different from what we approved at the Fall retreat; it should probably be approved by ExCom again.
 - This version includes up to 700 registrants for CVENT.
 - Adrienne motions to approve the Annual Meeting budget version 6 and Andrea seconded the motion. Chris is excited that we originally projected to have 250 attendees, we are now budgeting for 700 attendees. Scott wanted to acknowledge Adrienne's hard work to keep the budget up to date. The motion passes.
 - Peter asked if we are going to need to go back to FSC for additional funds. Adrienne is going to ask Tony about that tomorrow, Adrienne wants to clarify whether we're moving money back and forth for various reasons, and how to do that to maintain transparency. Peter agrees that we need to maintain transparency with donation funds. If we're going to ask for some more funding, we want to have a paper trail.
 - Auction contribution standards
 - Item that came in that may involve some cultural appropriation; we want to clarify the circumstances of the item.
 - This is also a good conversation to our spring retreat, but we wanted to briefly touch on it here.
 - Kudos to Vic to raising this to the attention of ExCom.
 - Ryan thinks that we should have a tribal representative or someone from DEI or Gabe to talk to us about this.
- Salmon Watch as ORAFS partner
 - Contacted by Zowie DeLeon in the World Salmon Council. She helped with the high school recruitment. They wondered if it would be appropriate to add ORAFS logo to their site as a partner.
 - We've traditionally sponsored other events and they've had our logo displayed.
 - Do we have guidelines for organizations that we do and do not partner with? Or should we have conversations ad hoc?
 - We likely will have to proceed on a case-by-case basis since we can't come up with concrete rubrics for when we should and should not partner.
 - Chris moves that we display our logo on the Salmon Watch website as a collaborator and Peggy seconded the motion. There was no discussion and the motion passed.

- Spring retreat
 - We might want to shoot for the end of April or early May.
 - Peggy reminded everyone that we have a credit in Bend so want to shoot for that area.
 - We can approach with masks and hybrid for people who are not able to meet in person. We can always pivot back to full virtual. We can ask everyone to test before we meet up. We would also strongly appreciate people being vaccinated and boosted if eligible.
 - Scott can reach out to the candidates to see if those timeframes work for them.
 - Shalynn will be out on maternity leave during that time.

Officer Reports

President – Scott Heppell

- Secured \$6,000 of sponsorships today which has put us past our goal

Past-President – Peter Stevens

- Updated sponsor/vendor spreadsheet, currently at \$12,000+. The 2022 goal was \$15,000 so we're approaching that.
- There were some high dollar sponsors that were not able to contribute this year.
- Peter wants to work on guidelines for the Lassuy scholarship and will approach ExCom with a more final draft.
- Strategic Plan has expired in 2019, Peter plans to get it wrapped up before he leaves. Kris Homel looked over it before she left but it was never formalized, and Becky Flitcroft was busy with covering as a treasurer for the end of her tenure with treasurer duties.
 - Peter wants to make sure that it is still in line with the Society.
 - He also wanted to add additional DEI considerations.
 - He's hoping to have it ready to discuss at the spring retreat. He will try to send it out before the spring retreat so everyone can bring their thoughts to the retreat.

President-Elect – Chris Hirsch

- Moderator training is planned and will likely have a meeting with the plenary speakers too.
- An email was sent to individuals with abandoned registrations. The default links in the email created errors for everyone who clicked that link.
- There was some trouble uploading presentations and Chris was contacted by speakers and moderators that wanted submission extensions.
- Chris will send out another email to remind people of the registration deadline of February 12.

Vice President – Vic Quenessen, not present

Internal Director – Peggy Kavanagh

- Riverhouse contracts have been finalized and saved on the drive.
- Talking to Brian Bangs about awards. One award will be going to people from a myriad of agencies. They were wondering if we should be issuing one award per agency with the names listed (essentially three duplicates). They've selected the award winners so they will work on getting awardees registered along with any associated guests for the meeting.
- When is the past president award given out? It is given out at the same time as other awards.
- External committee meetings – we need to convey that they're conducting committee business but also welcome new interested members.
 - We could add a page to the program. Chris suggested also adding that under the committee chair photos.
 - Chris likes adding the word "Open" to the committee meeting.
 - Andrea suggested adding some of that text to the description of the session so people can see that they're conducting business but also inviting new interested parties.

External Director – Ryan Branstetter

- Ryan can put together the description for the committee meetings. He will send that to Chris for the program and to Peggy for the session description.
- He's still working on getting bios and pics from the external committee chairs.
- Scott wants to have Ryan pass on that we have a lot of first-time attendees at this meeting (about 40%) to the external committee chairs, which could breathe new life into their committees.

Secretary – Andrea Carpenter

- Continuing to work on CVENT front.
- Getting dry run logistics set up for both ExCom and moderator and A/V volunteer sessions.

Treasurer – Adrienne Averett

1. Business Account Update

a. Checking Account Statement

Beginning Balance (01/01/2022)	\$94,542.88
Income/Credits \$596.62	AM Sponsorship, Cvent-AM Donations
Debits (\$50.00)	OR State (non-profit registry renewal)
Checks (\$445.98)	PO Box Renewal, CFP, Web Domain Hosting
Statement Balance (1/31/2022)	\$94,643.52

b. Available Funds

Balance as of (2/1/2022)	\$94,643.52
Income/Credits \$212.83	Cvent - AM Registrant Donations
Debits (\$273.17)	Awards plaques & paper
Checks \$0.00	
Available Funds as of 2/10/2022	\$94,583.18

- Will use the format above for Treasurer’s Reports over the next few months until all pre-FY22 budget coding issues are fixed in Xero (i.e., post-AM task).

2. 2022 Annual Meeting Revised Budget (v6.20220209) Approval

- Make a motion to formally approve Annual Meeting Budget version 6 as a replacement for the budget (version 2) approved at the Fall Retreat. Due to substantial budget line changes (e.g., renegotiated Cvent contract, Riverhouse contract fee cancellation, other budget line items reduced/deleted, and ~651 registrants), version 6 is the most accurate budget for tracking projected- to-actual meeting expenses and income.

3. Bouck Memorial Scholarship Funds

Bouck Memorial Ending Balance as of 12/31/21 (Investment Account)	\$32,979.00
Donation (12/16/21) to Bouck Memorial Fund (Business Account)	<u>\$4,500.00</u>
	\$37,479.00

4. Our accountant prepared and filed the Chapter’s 2021 Form 1096/1099-NEC with the IRS on January 24, 2022 (1/31/2022 filing deadline). This is where we report anyone who is a contractor that we pay over \$600 via check.

Student Subunit – MHCC and OSU

MHCC – Jake Mildenberger

- Ensured all first- and second-year students are registered for the meeting.
- They are planning a meeting with OSU subunit in Corvallis or on MHCC campus for a group outdoor event.
- Preparing for annual meeting.
- Chris asked if any MHCC students would be interested in travelling to Corvallis to help with A/V. Andrea asked if we could reimburse mileage or gas. Adrienne thinks that we could cover their mileage reimbursement.
- **Action item: Jake will get in contact with Brent and Megan regarding volunteering.**

OSU – Shalynn Pack and Annika Carlson (via email)

- Shalynn doesn't have an update on the students. She is meeting with Peter and Chris next Wednesday for the pre-conference meeting hosted by the student subunit.
- Students are volunteering to solicit auction items and they're excited about receiving some and big-ticket donations.

Adjourned 4:40 PM