



*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, April 14, 2022, 3:00 PM – 5:00 PM

**In attendance:** Scott Heppell – President, Andrea Carpenter – Secretary, Adrienne Averett – Treasurer, Peggy Kavanagh - Internal Director, Vic Quenessen – Vice President, Ryan Branstetter – External Director, Elena Eberhardt – OSU Student Subunit

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

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

- Andrea moved to approve the February and March meeting minutes as submitted and Adrienne seconded the motion. The was no discussion and the motion passed.
- Andrea brought up the comment period of the business meeting minutes, Scott meant to have the comment period much shorter than stated in the email. He'll remind people about reviewing minutes and circulate them for a vote.
- Action item: Scott will send out a reminder email on Tuesday for comments on the Business Meeting minutes through the end of the week.

**Main topics of conversation**

- Officer recognitions – Scott wanted to thank all the outgoing officers for their service to the chapter.
- Education grants – Presented by the Education & Outreach Committee
  - \$5,000 allocated, there were 5 proposals submitted for funding. Priority was given to projects that get children in the field.
  - Scott commented that it's very Willamette Valley heavy, likely due to the outreach of the committee. Information was sent out through ODFW STEP biologists. They want to announce it earlier in the year.
  - Scott wondered if it would help to have a small advertising budget. They don't know where those funds would go.
  - Ryan suggested State of Oregon has a Department of Education newsletter to get the word out. He also suggested contacting the tribes as they may not get that DOE newsletter.

- Adrienne asked if there was a sweet spot to increase the amount for education funds which would entice additional applicants. They think any amount of money is good, but the committee has also thought of putting a \$1,000 limit per applicant to reduce requests for flashy equipment.
- Andrea suggested having a couple of examples of what teachers could do with a small amount of funds. This may spark an idea for educators in underserved communities and different geographical areas.
- Karen said one of the largest challenges that these educators face is transportation when they don't live near a creek. She has also received questions asking if we could fund staff time.
- Scott motions to approve the education proposals as presented and Adrienne seconds the motion. Vic asked if we could fully fund all the requests, Scott clarified that we needed to make them fit into our line-item budget. The motion passes. Scott said to Vic's point we should talk about ways to increase the pot of money at the spring retreat.
- Spring retreat
  - Agenda
    - Chris was not in attendance so we can discuss this later.
    - Action item: Chris will send out the agenda for the spring retreat.
    - We have people who will be attending virtually so we will end up with a hybrid retreat. Scott has a projector that we can use as we'll want all to attend.
  - Transportation
    - Corvallis carpool and a possible Portland carpool.
    - We follow the GSA reimbursement for all ExCom related business travel and fees (parking).
  - Food – Peggy was trying to figure out logistics of costs for meals. Adrienne said we've underspent so likely will be able to cover all food.
- Broken Oar Award
  - When Brian worked on awards this spring, he had some feedback that it's a clunky piece of metal with names from a label maker. Names will fall off or people will remove their name. There's also no way to hang it.
  - It would be good for the Chapter Historian to dig up that original story.
  - Adrienne suggested giving out a plaque like other awards.
  - Andrea suggested bringing the piece of metal to the Annual Meeting so the winner can take a photo with the award.

## **Officer Reports**

### **President – Scott Heppell**

- WDAFS monthly call – everyone seemed happy with their respective meetings. Some were hybrid though those were some of the smaller chapter meetings.

**Past-President – Peter Stevens** (not in attendance)

**President-Elect – Chris Hirsch** (not in attendance)

**Vice President – Vic Quenessen**

- Student subunit requests
  - OSU Student Subunit, \$2,150 (Elena presented their proposed activities)
    - They requested more than they had in the past, hoping to get more students involved with the subunit.
    - Trying to focus on more outreach and community service events (e.g., river and beach cleanups). Some events are their recurring events but have not been able to host in the recent past because of COVID.
  - MHCC Student Subunit, \$1,500
    - Like previous years events, local volunteering efforts (snacks for volunteers).
  - Scott said that we tried to standardize them among the schools for equity. Vic said she could reach out to MHCC to point out the funding difference.
  - Scott said that we likely can't approve this now because we need to approve the budget at the spring retreat.
  - Scott motioned that pending approval of the Annual operating budget approve the subunit requests as proposed and Vic seconded the motion. There was no discussion, the motion passed.

**Internal Director – Peggy Kavanagh**

- Getting ideas pulled together for the spring retreat.
- Helping Adrienne with CVENT invoicing mysteries.

**External Director – Ryan Branstetter**

- Newsletter is complete if people can review it, that would be great.

**Secretary – Andrea Carpenter**

- Edits to administrative handbook – please review and update before the end of your term.
- Scott also mentioned an informal position notes document, please locate and update for your replacement.

**Treasurer – Adrienne Averett**

- Treasurer’s report
- 1. Business Account Update

a. Checking Account Statement

<b>Beginning Balance (03/01/2022)</b>	<b>\$102,393.18</b>	
Income/Credits	\$38,448.83	Cvent, Auction, Bronze Sponsorship, Disbursement
Debits	(\$ 2,084.25)	Accountant, R3 (Professional Awards)
Checks	(\$13,906.05)	Scholarships, Cvent Fees, D. Orgill, Honoraria,
PNAMP		
Transfer	(\$62,500.00)	To Investment Account (AGL DEI & Bouck funds)

**Statement Balance (3/31/2022) \$62,351.71**

b. Available Funds

Balance as of (4/1/2022)	\$62,351.71	
Cvent	\$ 805.71	AM Registrant Donations
Sponsorships	\$6,000.00	ODFW & OSU
DEI Donation	\$ 100.00	AM Registrant Donation (check payment)
50/50 Raffle	(\$ 507.50)	Raffle prize (P. Burns)
AM Swag	(\$1,666.74)	Volunteer swag & shipping

**Available Funds as of 4/14/2022 \$67,083.18**

- 2. Annual Meeting Net Profit Summary (note: this is preliminary and subject to revision)

Calculation Method	Projected Net Profit/Loss	Actual Net Profit/Loss
2022 Cvent Contract Expenses	(\$11,504.60)	(\$3,209.15)
3 Year Cvent Contract Expenses	(\$25,114.60)	(\$14,941.45)

- Outstanding Annual Meeting Income: \$1250 (BCI Contracting Silver Sponsorship), \$1200 (Willamette Trip 2), & \$395.81 (Cvent reimbursement of Registrant Donations)
- Outstanding Annual Meeting Expenses: \$3001.86 (Cvent Attendee Hub overage fees for >400 registrants). This may be reduced to \$0 due to recent Cvent billing errors which resulted in us overpaying our Year 3 (4/2021 – 3/2022) contract balance in December 2021.

- 3. Investment Balance & Bouck Memorial Scholarship Funds

- Investment Balance (as of 12/31/2021): \$756,669.97
  - *Note: this balance does not reflect the March 2022 Endowment and Disbursement transfers*

- Bouck Memorial Scholarship Fund Transactions

Bouck Memorial Fund Ending Balance as of 12/31/2021 (Investment Account)	\$32,979.00
Donation (12/16/21) to Bouck Memorial Fund (Business Account)	\$4,500.00
Bouck Donation Transfer from Business to Investment Account	\$2,500.00
1 <sup>st</sup> Bouck Memorial Scholarship Awarded to Montana McLeod	\$2,000.00

- Next Financial Sustainability Committee Meeting March 31, 2022 and Investment Account Update on April 15, 2022.
- Lamprey workshop proposal, \$5,000
  - \$2,500 to pay for Dr Stuart Reid and \$2,500 for tribal scholarships

- Include funds on FY23 budget
- Adrienne suggested the change that proposals due date for April 1<sup>st</sup> to be included in the next years budget. This gives applicants some assurances that their project will be funded.
- Adrienne makes a motion to approve the Lamprey Workshop budget for inclusion in the FY23 budget and was seconded by Peggy. There was no discussion and the motion passed.
- Tax purposes – she will be sending out a spreadsheet asking for how many hours we volunteered for ExCom.

**Student Subunit** – MHCC and OSU (not in attendance at the time of their reports)

Adjourned 4:20 PM