



*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 Spring Business Meeting in Sunriver, OR and via Teleconference – Saturday, April 30, 2022, 8:30 AM to Sunday, May 1, 2022, 10:30 AM

**Attendance:** Peter Stevens – outgoing Past President, Scott Heppell – President (soon-to-be Past President), Chris Hirsch – President Elect (soon-to-be President), Gary Vonderohe – incoming President elect, Vic Quenessen – outgoing Vice President, Claire Rosemond – incoming Vice President, Andrea Carpenter – outgoing Secretary, Sarah Sapienza – incoming Secretary, Peggy Kavanagh – outgoing Internal Director, Ryan Branstetter – outgoing External Director, Alex Harrison – incoming External Director, Adrienne Averett – Treasurer, Elena Eberhardt – outgoing OSU Student Subunit Representative

**Saturday April 30th**

**8:30 AM**- Call to Order/ Welcome/ Introductions

- Review Agenda
- Review [Robert's Rules of Order](#)- establish parliamentary

**8:45 AM - 9:45 AM**- Position Descriptions 5 minutes each

*Past President*

- Mentors officers and promotes consistency in ExCom and Chapter activities, provides [handbook](#) to all incoming officers.
- Chairs Nominating Committee and recruits at least one candidate for each ExCom position.
- With President, prepares and submits (after ExCom review) the “Outstanding Chapter of the Year” Application to Western Division (WD) by mid-January.
- Obtains chair for (or chairs) and oversees Vendor / Trade Show program for the annual meeting.
- Obtains Newsletter Editor and oversees timely production of and content within the Piscatorial Press (PP).
- Serves as a member of the Financial Sustainability Committee to help maintain consistency in the ExCom.

*President*

- Create annual work plan/ budget.
- Lead monthly calls/ track requests, lead and record votes.
- Represent chapter on WD calls, WD mid-year retreat, and at WD and Society meeting.
- Preside over ORAFS annual meeting, awards ceremony, and business meeting; solicit sponsorships.
- Prepare quarterly reports for the Ethics Committee through the State of Oregon.
- Approve spending.
- Prepare Governing Board Report.
- Prepare Chapter of the Year Award application.

- President's corner in PP.
- Interact with legislative liaison, participate in preparing letters, testimony, etc.
- Special projects- e.g., climate change white paper/ new strategic plan.
- Send out updates to chapter.
- Other legal duties.

#### *President-elect*

- Assumes the duties of the President in the event of the President's absence or inability to act.
- Recruits and chairs the Annual Meeting Program Committee (which includes session conveners and other chairs) and is responsible for developing the program for the annual meeting.
- Responsible for preparing and printing the initial and final drafts of the annual meeting program, and for maintaining the annual meeting website content (work with Secretary) and abstracts of presentations in coordination with the webmaster.
- Prepares announcements in advance of and an article after the annual meeting for the Piscatorial Press, and Tributary with assistance from the Newsletter Editor.
- Coordinates closely with the Internal Director regarding meeting facilities and logistics.
- Prepares a proposed Chapter budget and work plan for the upcoming year (May 1 through April 30) for ExCom review in March-April and approval prior to May 1.
- Assumes the Presidency during the second term on the ExCom.

#### *Vice President*

- Participate in ExCom Monthly conference calls.
- Assumes duties of President-Elect if they are unable to complete their term.
- Chair the Resolutions and Bylaws Committee and appoint members.
- Serve as ExCom liaison to the MHCC and OSU Student Subunits
  - Attend at least one of their monthly meetings -1 OSU, 1 MHCC during your term.
  - Distribute scholarship, internship, and employments opportunities to student representatives.
- Appoints Committee chairs for the annual meeting (Raffle/Auction, Posters, Student Judging, Awards, Scholarships, Volunteer Coordinator(s), Spawning Run, Cornhole).
- Either Chairs, co-chairs, or appoints a chair for the Raffle/Auction committee.
- Serve as a coordinator and point of contact for all committees – regularly check in with the committee chairs throughout the annual meeting planning and at the actual event.
- Inventories existing merchandise and supplies. Order new merch and supplies as needed.
- Work with the student reps to organize and run the Student-Mentor and Near Peer Mixer.
- Assist with annual meeting planning and prep (could include transporting materials to the annual meeting site, picking up orders related to the imbibements committee, ordering and transporting award plaques, etc.)
- Undertake special projects as directed by ExCom or your personal interests – Must directly relate to ORAFS mission statement.

#### *Secretary*

- Takes minutes at all ExCom meetings and circulates for ExCom review.
- Takes minutes at annual business meeting which needs membership approval.
- Designs website, registration site, and abstract submission site for annual meeting (content provided by the President-Elect).
- Assists Treasurer with registration management for/at the annual meeting.
- Maintains membership information and provide info to the webmaster for listserv updating.
- Maintain Google Drive account.

### *Treasurer*

- Assists the Chapter President and President-Elect in developing the fiscal year Operating and Annual Meeting Budgets.
- Collects and banks any funds allotted to the Chapter, and disburses funds as authorized by the ExCom.
- Maintains up-to-date and accurate financial records of all projected-to-actual budgetary transactions and gives detailed reports to the ExCom.
- Prepares annual tax returns.
- Prepares the financial summary of the annual meeting.
- Manages registration and fee collections at the annual meeting.
- Prepares fiscal year Chapter financial statement for distribution at the annual meeting.
- Member of the Financial Sustainability committee, reports back to ExCom about annual portfolio performance.

### *Internal Director*

- Serves as a member of the ExCom.
- Recruits and/or appoints the Historian.
- Recruits and appoints the chairs of the Awards Committee and the Scholarships Committee. Serves as a member of these committees and ensures that the chairs are performing, as necessary.
- Chairs the Arrangements Committee in charge of arrangements for the annual meeting and other Chapter and ExCom events.
- Manages all logistics during the annual meeting such as room setup, audiovisual equipment, breaks, event scheduling, meals, and is the contact person for all logistics and coordination with the facility manager.
- Reviews billings for facilities and events prior to payment and assists the Treasurer with preparation of the financial summary of the annual meeting.

### *External Director*

- Oversee and motivate external committees.
- Finds and appoints external committee chairs/co-chairs.
- Helps with workplan development and requests for funds.
- Monitors social media posting requests.
- PP and annual meeting updates.

### *Student Representatives (OSU, MHCC)*

- Serves as a member of the ExCom, with full voting privileges, but is not counted as part of the quorum (see Bylaws – Section 9 – Voting and Quorum).
- Assists with annual meeting arrangements, especially student coordination and assistance.
- Serves as a liaison between the Chapter and the approved student subunit(s) of the Chapter.
- Represents the Student Subunit at the Western Division Student Colloquium. Funding to attend is provided by the Chapter.
- Submits a budget proposal to ExCom for annual Student Subunit funding by April 1.
- Submits an annual report to the ExCom summarizing the activities of the Student Subunit(s) and describing how any funds granted from the Chapter were used. Adapts this report as an article for publication in the summer issue of the PP.
- Submits articles to the PP throughout the year publicizing subunit events and highlighting activities.
- Undertakes special projects at the request of the ExCom. These projects must directly relate to ORAFS mission statement.

**9:45 - 10:15 AM-** Information logistics

- Incoming ex-com email/ contact info
- Email etiquette reminders
  - Use detailed and topic-specific subject lines.
  - Limit content to a single topic.
  - When you are replying to all and changing the subject, change the subject line (very important, so it is trackable).
  - Put “AFS” or “ORAFS” in the subject.
  - If it is easier or more appropriate to discuss something over the phone or in person, do not send an email. Can always request that it be added to the next monthly call agenda.
  - Use technology to reduce email traffic.
  - Create a professional ORAFS signature line, including the logo, especially for external emails.
  - If you decide to use a non-work email, please make sure to check it regularly. There are often a lot of last-minute emails that need attention which make it difficult when only checked at the end of the day or once a week.
  - Be careful what you say in email. A good rule of thumb is to avoid including something that you would not want someone to read or have reviewed in a court of law (especially relevant for workplaces subject to Freedom of Information Act Requests).
- Contacting listserv – all emails need to be sent/approved by the President.
- Conference Call dates/ times (send out calendar invite).
- Retreats – Spring to hand off/approve budget and workplan, fall to dig into Annual Meeting planning and budget.
- Annual Meeting
- ORAFS structure/ Electronic files/ Communication
  - Website
  - Google Drive
  - Listserve
  - Handbooks
  - Archives
  - Workplan/ Budget

**10:15 - 10:30 AM- Break**

**10:30 - 12:00 PM- Ex Com reports** - 10 minutes each

*Past President*

- Parting thoughts – ORAFS is made up of members, there is no organization without professionals stepping up to volunteer.

*President*

- Largest chapter meeting for Western Division
- Lassuy Diversity, Equity, and Inclusion (DEI) Endowment establishment
- Hiring DEI Consultant – to look at our organization and have an objective view of how we can work better toward DEI and identify blind spots in our effort.
- Recovering America’s Wildlife Act letter of support, passed out of committee, moving through congress (Scott received a personal email from Senator Merkley’s office regarding the letter he sent on the behalf of ExCom).

### *President-elect*

- 2022 Meeting Poll Results
  - Attendees from 28 states
  - 40% of people attending for the first time
  - 15 tribal nations
  - Lots of positive feedback for accessibility from attendees outside of OR
- Vision: Continue to enhance accessibility of ORAFS by non-traditional groups

### *Secretary*

- Andrea moves to approve the April ExCom meeting minutes and Chris seconds the motion. There was no discussion and the motion passed.
- Update: Annual Meeting Business – Votes have been cast for the annual meeting business minutes. Scott will review the votes and forward to Andrea to finalize.
- Vision: webinar series/pub talks, might work linking with External Committees. Would like to see more occasions to interact with membership other than just the Annual Meeting once a year.

### *Treasurer*

- Financial Sustainability Plan and Investment Policy
- Disbursement
- Bank Accounts
- Vision
  - Budget adjustments and bean counting templates need updating
  - Find a way to have a free meeting that is also profitable since that rolls into our budget for the Annual Meeting
  - Using disbursement funds to benefit members

### *Internal Director*

- Venue Contracts should all be completed
- Vision: non-alcohol events to be more inclusive of students and people who are sensitive to alcohol

### *External Director*

- Annual meeting thoughts – lots of effort go into the External Committees, might have better luck with connections in person
- Status of workplans – several committees need to update theirs
- Upcoming committee happenings – Native Fish workshop this fall
- Legislative updates – Troy is solo on the Legislative Committee, and he is looking for a replacement.
- Got the ball rolling for the DEI Consultant, advise moving forward. It was hard to get a lot of feedback from the other External Committees.
- Supporting Minam purchase
- Vision: making connections to students that might feel overwhelmed otherwise and view the meeting as intimidating.

### *Student Representatives (OSU, MHCC)*

- Report (OSU) – Elena
  - Unsure of the next liaison, elections have not occurred yet.
  - Exciting to transition to in person events again. Hosted an event each week of the winter and spring terms. New members and leadership coming in.
  - Lots of work on the annual meeting, great experience with student mixers.
  - Host a lot of weekly meetings and speakers over zoom for e-campus students.
  - Vision: more active members, community service and outreach, paired up with the Rotary club, professional development opportunities.
- Report (MHCC) – not present

**12:00 - 1:00 PM** Lunch and Outside Break

**1:00 - 2:30 PM** Budget and Workplan FY2023

- Financial Sustainability Policy and Disbursement Strategy (Tony and Katie)
- Work Plan and Budget
  - Moving funds to support External committees - potentially from DEI fundraising (\$500), Bond Scholarship (\$2000) - what is our obligation here, sponsorships (\$2500 if not used and extra needed)
  - Eight components of the work plan
    - Everything expense needs to fit into a budget line item
    - Legacy document that outlines how scholarships came about
    - ExCom supportive of keeping Bond scholarship, need to refine what it is and how it is advertised
    - Brought up that Shalynn mentioned some perceived barriers to entry for scholarship applications, either give a few references or a single letter of recommendation to attract more applicants.
    - It was suggested to move up the application timeline so it doesn't interfere with finals, moving it up in the fiscal year so we can spend it on something else instead of losing the funds
- Chris moves to approve the FY23 Operating Budget and Peggy seconded. Question: Are we able to move money within the budget without an amendment? Yes, we don't likely need to have an amendment if it is still within the budget. The motion passes.

**2:30 - 5:00 PM**

- New Business
  - Process to establish guidance document for Lassuy endowment (Chris, Scott, Adrienne)
    - Goals from Denny Lassuy – clear guidance document, what is the expected longevity
    - Bounds for how money can be spent
    - How to track and manage
    - Work with DEI Committee to form a DEI Working Group
  - DEI consultant (Chris, Vic, Peter)
    - Efforts to date – feedback survey had some responses, we probably need to move forward
    - Steps forward
      - Previous trainings attended (ODFW and Johnson Creek Watershed Council)
      - Have more plenary speakers at the beginning of the day or end of day when there are no competing talks
      - Brown Folks Fishing workshop
  - Financial risks and responsibilities (Adrienne)
    - Meeting to assess financial liabilities as individuals participating in a non-profit organization
  - World Fish Migration Day (Chris)
    - Idea to share the fish passage talks from the Annual Meeting on the website.
    - We need to contact the speakers to find out if they are interested in sharing their information and if our webmaster can get the information posted on the ORAFS site.

- Action item: Chris to contact Emma about capacity to post videos to ORAFS website.

**5:00 - 6:00 PM** ExCom Incoming and Outgoing Officers chat

**Sunday May 1st**

8:00 AM- Breakfast

**8:30 - 9:30 AM-** Call to order/ Finish New Business

- New Strategic Plan (Peter)
  - Needed to update in 2020 but wanted to wait until it was renewed at the Society level and there were further delays.
  - 2014-19 was focused on Financial Stewardship – we are now on much sounder footing thanks to good stewardship by previous ExComs
  - Focus 2022-2024 on DEI without presupposing outcome of DEI consultant; included that work and any strategy emerging from it by reference in draft 2022-24
  - Draft 2022-24 should be reviewed by incoming ExCom and voted on at a monthly meeting since they will be implementing.
  - Action item: Chris to distribute the new Strategic Plan to ExCom for review.
- Bouck Scholarship info and update, steps forward (Peter)
  - Past ExCom were concerned about additional fundraising and administrative effort on their part
  - It was awarded for the first-time last year
  - It's probably administratively easier for us to fold it into the existing scholarships infrastructure
  - There has not been fundraising in the recent years. We could support the family's efforts to fundraise (they sold raffle tickets for a binocular)
  - Action item: Scott will get in touch with Bouck family to determine current expectations of the scholarship and alter the agreement and meet with the help of Gary and Adrienne.

**9:30 - 10:30 AM** Incoming Officers' Vision

*Incoming President Elect*

- Potential themes/ vision for 2023 Annual Meeting – “Facing our Challenges”
  - Plenary speakers – a few different ideas
  - Workshops – underwater photography, creative writing for aquatic professionals (Peter's suggestion)
  - Sessions: Klamath Basin, hatchery research (northeast research), R3, reservoir management
- Timeline for planning, ideas, and files are located in Google Drive

*Incoming Vice President*

- More inclusive community with easy but meaningful changes (e.g., gender neutral bathroom, pronouns on nametags, stickers for people who are hiring to place on nametags)
- Meeting free for students and tribal members
- Diversity vs. inclusiveness
- Promote student subunit events on social media
- Job board on ORAFS site (mini job fair during the poster session is a possibility)

*Incoming Secretary*

- Unusual sessions (Human Dimensions, Habitat, tribal stories)
- Reach out to other schools/universities within Oregon

*Incoming External Director*

- Reenergize External Committees and find ways for them to interact
  - Sharing important papers on social media
  - Putting together a symposium
  - More recruitment
- Combine/streamline committees
- Quarterly seminars during lunch

**10:30 - 11:00 AM**- Clean up house and pack up/ check out at 11:00