



*Oregon Chapter*  
of the  
*American Fisheries Society*  
OR Chapter AFS: PO Box 8062 Portland, OR 97207-8062

**To:** ORAFS Executive Committee

**From:** Sarah Sapienza, Secretary

**Subject:** Minutes from the ORAFS Executive Committee Teleconference – Thursday, May 12, 2022, 3:00 PM – 5:00 PM

**In attendance:** Scott Heppell – Past-President, Chris Hirsch – President, Gary Vonderohe – President-elect, Sarah Sapienza – Secretary, Adrienne Averett – Treasurer, Joe Lemanski - Internal Director, Claire Rosemond – Vice President, Alex Harrison – External Director, Gina Maag– MHCC Student Subunit

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

**Approval of Meeting Minutes – Sarah Sapienza (3:05)**

- Spring Retreat meeting minutes will be sent out for approval before June meeting.

**Main topics of conversation**

- The **Chapter's Vision** for the 2020-2025 is to:
  1. Promote an inclusive and equitable professional environment to create and maintain a diverse membership.
  2. Develop innovative approaches to increase access to the ORAFS Annual Meeting, workshops, funding opportunities, and fisheries science and management information.
  3. Enhance effective capacity and governance of ORAFS.
- Action Item: ExCom members to review Strategic Plan prior to June ExCom meeting at which time it will be voted on.
- Should scholarship letters of recommendation be reduced from two to one?
  - Scott-no objections.
  - Gary motioned to reduce the scholarship letter of recommendation requirement from two to one. Scott seconded the motion. There was no discussion and the motion passed.

**Officer Reports**

**President – Chris Hirsch**

- WDAFS monthly call
  - RAWA is headed to votes.

- o Upcoming membership survey will be coming out soon.
- o Subunits will have workshop for updating website.
- o Does ORAFS want to sponsor WDAFS?
- o
- World Fish Migration Day- 7 of 9 agreed to add Fish Passage presentations and abstracts to the website.

#### **Past-President – Scott Heppell**

- Annual meeting minutes have been approved.

#### **President-Elect – Gary Vonderohe**

- Theme for Annual Meeting: Facing Our Challenges.
- Contacting speakers regarding the Klamath Basin and reaching out to potential plenary speakers.
- Action item: Adrienne will find if we have travel budget for plenary speakers.

#### **Vice President – Claire Rosemond**

- Contacted volunteer interested in moderating for annual meeting.
- Search ongoing for Auction and Raffle Committee members.

#### **Student Representatives**

- MHCC update-Gina Maag
  - o Need to include DEI examples on website to assist with requesting donations and show how ORAFS is including DEI in organization.
  - o Bridget is new president for MHCC, the officers will share in the attendance of ORAFS ExCom meetings.
  - o MHCC ORAFS Requested budget has been approved.
  - o Group clam trip is planned for next weekend.

#### **Internal Director – Joe Lemanski**

- Met with Peggy, former Internal Director.
- Started accessing virtual vs in-person meeting.
- Reflected on what worked well and what was useful from previous meetings.
- Action item ExCom decide whether Annual Meeting will be in person or virtual. I thought the discuss was to decide before any contract deadlines with the hotel, which maybe in July but Joe was going to look.
- Action Item: Joe will review contract dates and look into polling members for preference.

#### **External Director – Alex Harrison**

- Looking for download of information from former director.
- Wants to create brown bag quarterly meetings.

#### **Secretary – Sarah Sapienza**

- Meeting with Ryan to get ORAFS PO box keys.
- Working on compiling and finalizing Spring Retreat notes.
- **Action Item: Sarah will find permanent place for Strategic Plan to live on Google Drive.**

**Treasurer – Adrienne Averett**

- Treasurer’s report
- The approved FY2023 budget has been uploaded to the [2022-2023 Workplan and Budget](#) folder
- FINAL – APPROVED 04.30.2022

Operating Budget for Fiscal Year 2022-2023 (FY2023) May 01, 2022 - April 30, 2023			Projected
Work Plan Item			FY23
<b>Core Costs</b>			
	C.1	Accountants - Tax preparation and OR Dept. Justic Filing (CT-12)	\$680.00
	C.2	Mileage & Perdiem	\$250.00
	C.3	Misc office expenses (copying, postage, fax...)	\$149.00
	C.4	ExCom Spring Retreat (2023)	\$3,000.00
	C.5	Excom Fall Retreat (2022)	\$3,000.00
	C.7	Supplies	\$100.00
	C.8	Postbox Rental	\$165.00
	C.9	Website security certificate, domain, webhosting (pay every other year, next due date 12/8/23)	\$100.00
	C.11	Insurance for Inside Events (via Parent Society)	\$150.00
	C.12	Business registry	\$50.00
		<b>Subtotal</b>	<b>\$7,644.00</b>
<b>Goal 1 - Develop Programs that Advance Understanding of Fishery Science &amp; Responsible Stewardship of Fishery Resources</b>			
	1.2.b	Host (co-host) workshop(s) or symposia separate from Annual Meeting	\$3,000.00
	1.4.e	Sponsorship of non-ORAFS conferences and projects	\$1,000.00
	1.4.ei	Sponsorship Discretionary	\$1,000.00
	1.5.a	Expense for President or designee to AFS annual meeting	\$2,300.00
	1.5.b	Expense for President or designee to WDAFS annual meeting	\$0.00
	1.5.c	Expense for President or designee to WDAFS mid-year or annual retreat	\$1,000.00
	1.7.a	Support external committee functions	\$1,250.00
		<b>Subtotal</b>	<b>\$9,550.00</b>

<b>Goal 2 - Advocate Policies/Laws that Benefit Conservation &amp; Sustainability of Oregon Fishery Resources &amp; their Aquatic Ecosystems</b>			
2.1.a	Legislative Activities including but not limited to the legislative liaison		\$8,000.00
2.2.a	External Director Mileage (committee support, testimony, mileage, & per diem)		\$250.00
2.2.b	External Committees to respond/address relevant policy topics/issues		\$0.00
	<b>Subtotal</b>		<b>\$8,250.00</b>
<b>Goal 3 - Increase Public Awareness, Understanding, &amp; Appreciation of Fishery Resources</b>			
3.1.bi	Participation and educational materials grants for K-12 schools		\$8,000.00
3.1.c	Sponsor an Education Assistance Grant to an institution that provides career development trainings to K-12 teachers related to fisheries/aquatic biology curriculum implementation		\$0.00
3.1.d	Sponsor up to 2 fish culture staff and 1 fish culture student to attend NWFCC or ORAFS meeting in Bend		\$1,500.00
	<b>Subtotal</b>		<b>\$9,500.00</b>
<b>Goal 4 - Promote Development of Fishery &amp; Aquatic Science Students</b>			
4.1.a	Four student scholarships (AS, BS, MS, PhD)		\$8,000.00
4.1.ai	Student scholarships & awards supplies, postage, & shipping		\$350.00
4.1.b	Carl Bond Scholarship		\$2,000.00
4.1.cii	Diversity support (tribal ORAFS AM funding, high school initiatives, workshop scholarships)		\$1,500.00
4.4.ai	OSU Student Subunit funding support		\$2,150.00
4.4.a.ii	MHCC Student Subunit funding support		\$1,500.00
4.4.a.iii	Discretionary Student Support		\$1,000.00
	<b>Subtotal</b>		<b>\$16,500.00</b>
<b>Goal 5 - Support &amp; Encourage Development of Professional Members</b>			
5.3.a	AFS Certification scholarships		\$300.00
5.5.a	Plaques & engraving for up to 6 professional awards		\$1,750.00
	<b>Subtotal</b>		<b>\$2,050.00</b>

<b>Goal 6 - Maintain an Active and Diverse Membership</b>			
	6.3	DE&I (Lassuy) endowment fundraising campaign	\$500.00
	6.3	Diversity discretionary support	\$2,500.00
	6.3.a	Larval Lamprey ID Workshop Tribal Scholarships	\$2,500.00
		<b>Subtotal</b>	<b>\$5,500.00</b>
<b>Goal 7 - Fiscal Responsibility and Investments</b>			
		<b>Subtotal</b>	<b>\$0.00</b>
<b>Goal 8 - Regularly Assess Executive Committee Operational Structure to Optimize Chapter Productivity &amp; Efficiency</b>			
		<b>Subtotal</b>	<b>\$0.00</b>
<b>Other Projected Expenses</b>			
	O.1	2023 Annual Meeting Retainer (deposit)	\$0.00
	O.2	Cvent Contract Payments (\$2504 due 3/15/25; ~\$10,100 due 5/1/25)	\$0.00
	O.3	DEI Consultant	\$0.00
		<b>Subtotal</b>	<b>\$0.00</b>
		<b>OPERATING BUDGET TOTAL</b>	<b>\$58,994.00</b>

- Business Account Balance as of 5/12 = \$57,358.39
- FY2022 budget:
  - Annual Meeting: pending income and expenses to clear/post to the Business Account
  - Spring Retreat: send food/mileage/gas receipts to [treasurer@orafs.org](mailto:treasurer@orafs.org) for reimbursement
  - Action Item: ExCom members to send receipts to Adrienne by May 31, 2022.
  - Taxes: compiling documents to send to our accountant (filing deadline = 9/15/2022)
- ORAFS has sponsored WDAFS in the past for chapter and travel membership (\$1000).
- Check sent to OSU for Tomelleri and needs to be deposited.
- Scott will give check and plaque to Mia for scholarship.
- Planning to share finalized Annual meeting budget soon.
- Gary moved to approve sponsorship of the WDAFS meeting for \$500. Adrienne seconded the motion. There was no discussion and the motion passed.

Adjourned 4:26 PM