



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 Spring Business Meeting in Newport, OR and via Teleconference – Saturday, April 22, 2023, 8:30 AM to Sunday, April 23, 2023, 10:30 AM

Attendance: Scott Heppell – outgoing Past President, Chris Hirsch – President (soon-to-be Past President), Gary Vonderohe – President Elect (soon-to-be President), Michele Weaver – incoming President elect, Kate Self – incoming Vice President, Sarah Sapienza – incoming/outgoing Secretary, Joe Lemaniski – incoming/outgoing Internal Director, Adrienne Averett – outgoing Treasurer, Jordan Smith – incoming Treasurer

Saturday April 22nd

8:00 AM- Breakfast

Quorum established at 8:48am.

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

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

8:45 AM - 9:45 AM- Position Descriptions 5 minutes each (presented by current officer)

Officer Roles:

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 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.*
- *Serves as a member of the Financial Sustainability Committee to help maintain consistency in the ExCom*
- *Note: President normally contacts/coordinates sponsors BUT federal employees cannot solicit, so Past President coordinated*

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 - (ethics committee)*
- *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. (Past President covered due President being federal employee)*
- *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 developing and maintaining the annual meeting website 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, Tributary, and Fisheries 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 (members appointed by the committee VP)*
- *Serve as ExCom liaison to the MHCC and OSU Student (Attend at least one of their monthly meetings -1 OSU, 1 MHCC during your term)*
 - *Distribute scholarship, internship, and employment opportunities to student reps*
- *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 of the 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 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*
- *Assists Treasurer with registration management for/at the annual meeting.*
- *Maintains membership information and provide info to the webmaster for listserv updating*
- *Responsible for maintaining 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 the end of October or by a date determined by the ExCom.*
- *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 Piscatorial Press. Submits articles to the Piscatorial Press 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

Email Etiquette Reminders

- Use detailed and topic-specific subject lines
- Creating separate email for just ORAFS was helpful for some
- Limit content to a single topic
- When you are replying to all and changing the subject, change the subject line (very important, so it's trackable)
- Put "AFS" in the subject.
- If it is easier or more appropriate to discuss something over the phone or in person, don't 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.
- Be careful what you say in email. A good rule of thumb is to avoid including something that you wouldn't want someone to read or have reviewed in a court of law.
 - Contacting listserv
 - Conference Call dates/ times (send out calendar invite)
 - Retreats, twice a year-Spring and Fall
 - Annual Meeting- ADD button to AM Registration Students for Scholarships to get more applicants, deadlines are in December
 - ORAFS structure/ Electronic files/ Communication
 - Website-refresh/updates needed, upcoming discussion
 - Google Drive
 - Listserv- news@ORAFS & members@ORAFS
 - Handbooks
 - Archives-located at the OSU library, 5th floor

- Suggestion: ongoing conversation at the end of the meeting minutes to note discussions in emails for documentation
- Workplan/ Budget

10:15 - 10:30 AM- Break

10:30 - 11:15 PM- Financial Sustainability Policy – Katie

Created 2014, aligned income with profit. Goal: Being economically solvent for the long term.

Objectives

1. Increase income
2. Tracking income and expenses
3. Reporting

Be sure to update the Annual Meeting metrics for future planning. ExCom members are financially liable for the Oregon Chapter.

Past and future are both in mind for the Financial Sustainable Committee, please reach out.

- Quarterly meetings
- Reviews investments
- Disbursements

11:15 - 12:15 PM- Current Ex Com reports - 10 minutes each

Past President

- Parting thought-Keep the mission in mind. FSC talked about Legacy funds, he wanted to point out should we do this? Not so much why? Would love to see financial stability where members will not have costs and will probably happen in his career. Oregon can drive conversations nationally due to how we are.
- Recovering America's Wildlife Act update-Mothership, Chapter used voice on the national level, letters sent to minority leaders on behalf of the Chapter to support.

President

- Vision
- One of the things focused on implementing budget and reassessing the allocation of funds and where to best spend out the budget.
- Offered registrations for sponsorships and travel grants-Tribal members and students, wants to continue next year,
- Recruitment-meeting buddies, peer-mentor

President-elect

- 2023 Meeting Poll Results
 - Over 370 attendees
 - Over 70 organizations represented
 - 118 paper abstracts
- Vision: New people attended the in-person meeting, have the posters displayed of the history of ORAFS at the AM by registration. Update 50th posters to 60th.

Keeping with budgets and financial sustainability. Try to get more committees active and involved. Our vision of future ExComs and what we want the AM to look like.

Secretary

- Meeting Minutes for vote-April Minutes and AM Business Meeting
- Vision- Work on AM website in Aug/Sept?
- Student-student mentor
- Mocktails
- Action Item: On AM Website page: list of meals for lunch and dinner so people can see before in the registration page.

Treasurer

- Financial Sustainability Plan and Investment Policy
- Excited to be a part of FPC
- Disbursement-potential, earnings in first quarter, income of \$14,000, can request 50% in Quarter 3.
- Final numbers for operating budget and AM will be final numbers in May.
- IRS issues with late payment. Will be contacting the accountant and IRS.
- FY23 Latin American and Congress need to finalize Bank Accounts
- Parting Thoughts Adrienne thanked ExCom the opportunity and folks mentored through the process. Passing baton to Jordan. Chris thanked Adrienne for all of her work on the 5 year plan and her ability to see perspective and time and suggestions.

Internal Director

- Venue Contracts- Read through Contract at Riverhouse. Will reach out to contact at Riverhouse and start building budget. Gary suggested starting to populate budget and Joe stated that 6 months before, prices will be available. Adrienne asked is a retainer needed for the Riverhouse? Joe did not see one. Original contact was put together in 2017.
- Vision-Mocktails for the AM, offer better non-alcoholic options. Kate suggested looking for non-alcoholic beer donations, like Boneyard in Bend. Give people the opportunity to not drink and be more inclusive. Engaging more with the Historian for more of the stories and opportunities to revive history. Would like to be more involved with Scholarship and Awards Committees and assisting in a way to get applicants and more people.

External Director

- Absent.

Vice President

- Previous year's highlights- Appreciated supported atmosphere. Established registration waiver. Suggested AM advertiser, would benefit to have an additional ExCom. Met goal for Raffle and Auction of over \$10k.
- Parting thoughts-Wished ExCom all the best and thanked them for the opportunity to serve.

Student Representatives (OSU, MHCC)

- Report (OSU)-absent.
- Report (MHCC)-absent.
- Vision for upcoming year (OSU and MHCC)

12:15 - 1:15 PM Lunch and Outside Break

1:15 - 2:30 PM Budget and Workplan FY2024 (and continued Officer reports if needed)

- 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)
 - See (Work Plan and FY24 OP Budget) below.

4.1b Michele suggested contacting Historian regarding the legacy of Carl Bond and informing members as to who he was. Adrienne need to look at the ways to fund this scholarship

Kate had the suggestion that Karen Hans have a slide at the AM Awards Lunch to show the K-12 work that she's doing with the funds.

Sarah motioned to approve the FY24 OP Budget with the list of additional funding request as funds become available. Adrienne seconded the motion. There was no discussion and the motion passed.

2:30 - 5:00 PM

- New Business
 - Website updates-Contact Emma Garner with website updates.
 - Financial risks and responsibilities (Adrienne)
 - Special accommodation request from Human Dimension committee for members to attend the annual meeting- Possible option: Human Dimensions could do a workshop presentation and then have free registration. How can ExCom involve the HD Committee more.
 - GROUP PHOTOS!

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

Sunday April 23rd

8:00 AM- Breakfast

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

- New Business
 - Process to establish guidance document for Lassuy endowment (Chris, Scott, Adrienne). Covering registration and hotel room with scholarship,
 - Work with DEI committee to form a DEI working group
 -
 - No DEI specific session... Possibly at the into of the AM, discuss the Lassuy endowment.
 - “This is Our Chapter” poster to cover scholarships-Bouck/Lassuy
 - Social media accounts- need updates to post, need a point person in ExCom-spotlight ORAFS Committees.
 - **Action Item: Standing bullet of ORAFS ExCom call-discuss posts to use for social media** accounts-fisheries, former scholarships winners, Snake River dams
 - For posting: use template that is easily seen ORAFS logo, Joe would like to help with the posting
 - Bouck Formal Agreement drafted in 2019. FSC would like to move forward with drafting new agreement and get signed by all parties. Communication is key with the parties, Chris will step forward to keep parties up to date.
 - Financial support to Latin Congress
 - Sponsorship for \$1,500. Also pay for two additional student registrations for Latin Congress
 - **Gary motioned to sponsor Latin American Congress for \$1,500 (Bronze Sponsorship). Joe seconded the motion. There was no discussion and the motion passed.**
 - **Scott motioned to provide registration scholarship for two additional students for \$300 each. Gary seconded the motion. Adrienne discussed where to pull the finds from, Goal 4.1cii? Correct, the funds should be pulled from there. The motion passed after discussion.**
 - Financial support to Pacific Islands Chapter from ORAFS
 - Scott proposed that the FSC could advise the new chapter and assist with the setting up of the new chapter.
 - **Gary Motioned to provide financial support \$2,500 to the Pacific Islands Chapter. Adrienne seconded the motion. Discussion pending for the WDAFS and make the match with other chapters. Or also discuss sister chapters and covering registrations. The motion passed after discussion.**

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

Incoming President Elect

- Potential themes/ vision for 2024 Annual Meeting
 - Better Together – Celebrating Partnerships
 - Possible plenary speakers discussed
 - Imbibements Chair- Andrew Derugin and Silver
 - Raffle Auction- Kyle Bratcher and Ron Constable

- Spawning Run- Stefan Kelly
- Ways to get involved: email, flyer??
- Jeremy Monroe (Freshwaters Illustrated), potential vendor or workshop instructor.
- Patrick Norton- designed logo- potential vendor and/or logo designer
- Goals include inclusion diversity, membership. Get people to be involved at a higher level, joining committees and ExCom.
- Timeline for planning
- Files in Google Drive

Incoming Vice President

Take support of students seriously. How to better help all students, undergrad, grad and community college. Helping remove barriers for participation. Continuing to address DEI inclusion and Human dimensions. Communicating to other organizations. Looking at what causes people to drop out of schooling. Strong coordination with student subunits, reaching out to Humboldt State, and other contact pre-pandemic attenders. Committee QR codes for posters and how to contact the Committee Chair or the ExCom person. Proposed DEI Office in ExCom.

Incoming Treasurer

Inspired by Katie's talk. Use the FSC for how to view financial. Open prompt conversations. Members are aware of the FSC due to the AM Business Meeting.

Need to post the FSC Policy on ORAFS website.

Incoming Student Representatives

Absent.

10:30 - 11:00 AM- Clean up house and pack up/ check out at 11:00
Meeting adjourned at 10:26am.

Oregon Chapter of the American Fisheries Society

*Oregon Chapter of the American Fisheries Society
Executive Committee Spring Retreat Meeting 2023 Minutes*

Work Plan Fiscal Year 2023-24

(May 1, 2023 - April 30, 2024)

Mission

Improve the conservation and sustainability of Oregon fishery resources and their aquatic ecosystems for long-term public benefit by advancing science, education, and public discourse concerning fisheries and aquatic science and by promoting the development of fisheries professionals.

Situation: The Oregon Chapter of the American Fisheries Society (Chapter) will be led by an experienced and dedicated Executive Committee (ExCom) that is motivated to continue the Chapter's pursuit of excellence. As part of this effort, the Chapter will continue providing high-quality communications, meetings, and legislative input. To stay vibrant, active and relevant, the Chapter will maintain current functions that have proven effective. In addition, the Chapter will explore opportunities to grow our profession through mentoring, communication, and take the necessary steps to realize new opportunities.

Response: To achieve these goals, the Chapter will continue to provide training through workshops and information exchange at the annual meeting and through the website, social media, and the listserv; and pursue mentoring opportunities and award scholarships to assist our students and early career professionals. The Chapter will continue to encourage participation in meetings and other Chapter activities from federal, tribal, state, private, non-governmental and academic institutions to increase and maintain a vital, active, and effective membership.

To accomplish our mission and serve our members, the Chapter's goals (#) and objectives (#.#) as stated in the Strategic Plan for 2020-2025, and the actions (a, b, etc.) planned to achieve them during FY 2023-24 are as follows:

1. **Develop programs that advance understanding of fishery science and responsible stewardship of fishery resources.**

1.1 Host a high-quality annual meeting.

- a) Maintain a meeting format and content similar to recent years, with depth and diversity of topics, social and professional networking opportunities, and mentoring of students and early career professionals.
- b) Continue recruiting participation from a broad spectrum of institutions, and reach out to marine biologists (interest from the 2023 Annual Meeting).
- c) Keep annual meeting fees and support options similar to other fisheries meetings in the region.

1.2 Host/sponsor professional development workshops as part of annual meetings and as stand-alone events.

- a) Host workshops during the 2024 annual meeting to provide current and relevant training to our membership.

- i. Consider implementing workshops from the list of ideas provided by responders to the post-2023 annual meeting survey.
 - b) Host (co-host) workshop(s) or symposia separate from Annual Meeting when relevant subjects and adequate support (personnel, financial) are available. Potential workshop topics include:
 - Native Fish Committee's workshop
 - Diversity, Equity, & Inclusion
- 1.3 Sponsor and support other groups and organizations workshops, events, trainings that advance the mission of the Oregon Chapter.
 - a) Research and network with appropriate organizations that complement the ORAFS mission (e.g., The Wildlife Society, Oregon Sea Grant, Pacific Northwest Aquatic Monitoring Partnership).
 - b) Maintain an AFS/TWS liaison between the ORAFS and TWS on issues relevant to both organizations.
 - c) Explore other liaison opportunities.
- 1.4 Connect members with opportunities to participate in regional and national fishery events and activities through our newsletter, website, and social media platforms.
 - a) Advertise regional and national events, activities, and volunteer opportunities via the Piscatorial Press (PP), ORAFS website, and social media platforms, following ORAFS media policy.
 - b) Ensure Chapter member, meeting attendee, and the Chapter listserv are maintained, kept up-to-date, and used for targeted messaging.
 - c) Advertise ORAFS events in *Fisheries* magazine and on the AFS and WDAFS websites.
 - d) Encourage attendance at ORAFS and WDAFS annual meetings.
 - e) Provide \$1,000 in financial support for publications, meetings, and workshops that align with the ORAFS mission.
- 1.5 Actively consider hosting Society and Western Division AFS meetings.
 - a) Provide financial support to the President (or designee) to attend the 2023 AFS Annual Meeting in Grand Rapids, Michigan to represent ORAFS.
 - b) Provide financial support to the President (or designee) to attend the Western Division annual meeting in Boise, Idaho.
 - c) Provide financial support to the President (or designee) to attend the Western Division mid-year or annual retreat.
- 1.6 Connect members with opportunities to publish and present scientific findings in appropriate forums through our newsletter, website, and social media platforms.
 - a) Maintain an Annual Meeting format to the maximum the number of presentations and posters possible.
 - b) Solicit articles/research for inclusion in quarterly newsletter.

- c) Solicit contributions to, or review of, White Papers from Chapter members, regardless of their membership on an external committee.
 - d) Host quarterly webinar lunch talks with relevant subjects with adequate support.
- 1.7 Maintain active external committees.
- a) Provide \$1,250 in financial support for external committee functions/activities.
- 2. Advocate policies and laws that benefit the conservation and sustainability of Oregon fishery resources and their aquatic ecosystems.**
- 2.1 Maintain a presence in the Oregon legislative process and subsequent development of administrative rules by contracting a legislative liaison and keeping an active legislative external committee.
- a) Maintain a legislative liaison in Salem to track bills that are important and relevant to the Chapter, and provide weekly or monthly reports and suggestions as warranted (up to \$10,500).
 - b) Respond orally or in writing, as appropriate, to Oregon legislative actions, and to local, state, or federal policies that affect conservation and sustainability of Oregon fishery resources.
 - c) Continue to coordinate with legislative liaison and external committee chairs to develop or update White papers and position papers to support or refute legislative bills that are relevant to the Chapter's interests.
- 2.2 Maintain awareness of, and ability to respond to, policies developed for use by fishery managers at local, state, and federal levels. Coordinate with Chapter external committees and/or membership to respond orally or in writing when appropriate.
- a) Encourage participation in and increase activity of external committees to address relevant topics and issues (up to \$150 for mileage).
 - i. Under the direction of the External Director, develop and complete annual work plans for each external committee.
 - ii. Provide financial support for work plans as needed.
 - b) Create reference documents.
 - i. White paper on timely issues
 - ii. Other reference documents if and as required
 - c) Review regional and national-level information from AFS and other sources for potential action by ORAFS.

3. Increase public awareness, understanding, and appreciation of fishery resources amongst chapter members and the general public.

- 3.1 Ensure that resources are available to assist and promote fishery and aquatic education in schools, and maintain and update education materials as needed.
 - a) Promote involvement of Oregon youth in the Hutton Junior Fisheries Biology Program.
 - i. Include pertinent link on ORAFS website.
 - b) Advertise and promote ORAFS Education and Outreach grants to local schools.
 - i. Award up to \$4,000 for participation and educational materials grant(s) for K-12 school(s).
 - c) (Blank for tracking purposes)
 - d) Sponsor up to \$1,000 for two fish culture staff and one fish culture student to attend either the Northwest Fish Culture Concepts (NWFCC) Workshop or the 2024 annual meeting of Oregon AFS in Bend.
- 3.2 Maintain a user-friendly web page and an active presence amongst appropriate social media platforms consistent with the chapter's social media policy.
 - a) Periodically update the website including home page photos to maintain user interest.
 - b) Distribute features of interest, information on conferences via the Piscatorial Press, ORAFS listserv, and social media platforms.
 - c) Utilize social media platforms to promote ORAFS and update the membership on ORAFS activities.
 - d) Advertise and promote nominations for Chapter awards amongst members of the general fisheries and aquatics community.
- 3.3 Develop Communication Strategy and Plan.

Promote development of fishery and aquatic science students.

- 4.1 Provide competitive scholarships to student candidates.
 - a) Solicit applications for and award (if warranted) four student scholarships of \$2,000 each at the annual meeting – one scholarship each for an Associate's degree candidate, Bachelor's degree candidate, M.S. candidate, and Ph.D. candidate.
 - b) Solicit for and award (if warranted) the Carl Bond Scholarship if funding becomes available.
 - c) Diversity support
 - (i) Provide a diversity scholarship of \$2,000 from funds in the Albert G. Lassuy Memorial DEI Endowment. See Restricted Funds Budget.

- 4.2 Through outreach, encourage participation of Oregon college and university students in annual meetings by offering cost-effective attendance options as well as events that facilitate interactions between students and fisheries professionals.
 - a) Continue a student volunteer program that will provide clear direction in regards to the number of student volunteers needed, specific tasks and duties, and expectations. In exchange for service, students may receive free lodging for the annual meeting.
 - b) Outreach with Oregon colleges and universities with fishery, aquatics, and environmental programs with opportunities for students to participate in the Chapter.
 - c) Maintain mentorship program between students and Chapter members with student mentor mixer at annual meeting.
- 4.3 Encourage and promote active participation in Oregon Chapter student subunits.
 - a) Maintain student representatives as members of the ExCom.
- 4.4 Provide experience and educational support to student subunits to encourage their participation and interaction with Chapter professionals.
 - a) Provide financial support for specific ExCom-selected Student Subunit or student Activities.
 - i. (i)Provide up to \$900 to OSU Student Subunit.
 - ii. (ii)Provide up to \$1,500 to MHCC Student Subunit.
 - iii. (iii)Provide up to \$500 discretionary support for other student activities such as the Western Division Student Colloquium, as requested.
- 4.5 Maintain a portion of the web page that advertises career opportunities for students and early career professionals.

4. Support and encourage development of professional members.

- 5.1 Host a high quality annual meeting with networking, training, and information sharing opportunities.
- 5.2 Maintain a portion of the web page that supports professionals through information exchange and career opportunities.
 - a) Post annual meeting and workshop abstracts to the website.
 - b) Maintain a job announcement page.
- 5.3 Promote and support member participation in the AFS professional certification program.
 - a) Provide reimbursement of up to 3 professional certifications (first come, first served).
 - b) Maintain link from ORAFS website to AFS Professional Certification Program webpage, and promote in the Piscatorial Press.
 - c) Collaborate with AFS and WDAFS leadership on benefits of AFS certification.

- 5.4 Provide financial support (e.g. Registration Fee Assistance Waivers) or other mechanisms to reduce barriers (financial, transportation, etc.) and increase access for early professionals and members to attend ORAFS annual meetings and programs.
 - a) Offer up to 10 Registration Fee Assistance Waivers and up to 10 Registration Fee Assistance Waivers for Tribal Members and Indigenous Peoples to provide cost-effective options for participants without financial support to attend 2024 Annual Meeting.
- 5.5 Advertise and promote nominations for Chapter awards for deserving professionals, including non-traditional members of the fisheries and aquatic communities.
 - a) Recognize professionals for outstanding accomplishments and present awards at the annual meeting, as warranted.
 - b) ExCom will update as needed the Administrative Handbook that outlines when/why/how a scholarship/grant/award was created and how long it is expected to continue and will update the information on the website.
 - c) Award certificates to winners of best student paper and poster presentations at Chapter annual meeting.
- 5. **Promote an inclusive fisheries professional environment to create and maintain diverse membership.**
 - 6.1 Maintain an informative quarterly newsletter with quarterly features.
 - a) Actively solicit Chapter members to provide feature articles on research and management issues.
 - b) Promote website, social media forums, and encourage listserv sign up.
 - c) Use current Chapter membership list to update email addresses used for listserv and other methods of correspondence.
 - 6.2 Promote membership to fishery and aquatic scientists from a variety of professional disciplines of the profession.
 - a) Solicit annual meeting planning and participants from a broad range of members and potential members.
 - b) Solicit participation on the ExCom from a broad range of members.
 - c) Ensure annual meeting addresses diverse topics and disciplines.
 - d) Advertise the annual meeting among networks of diverse disciplines.

- 6.3 Encourage participation of under-represented groups and increase outreach, recruitment, and retention of a membership reflective of the human diversity of Oregon.
 - a) Actively educate the Chapter about diversity topics and biases, and how biases can be overcome.
 - i. Convene workshops and sessions at the Chapter annual meeting as appropriate.
- 6.3.1 Engage a DEI Consultant to assess needs for creating a more inclusive, equitable and diverse chapter, and create an action plan.
 - a) Work with DEI Committee to formulate next steps to improve on being a more inclusive, equitable, and diverse chapter.
- 6.3.2 Initiate capital campaign to supplement Lassuy Endowment and maintain a permanent fund for promotion of inclusion, equity, and diversity (nexus with Objective 7 strategies)

6. Maintain Financial Responsibility and Investments.

- 7.1 Plan annual budget based in accordance with the Financial Sustainability Plan and Investment Policy (FSPIP).
- 7.2 Administer chapter finances to maintain annual budget solvency and long-term chapter financial sustainability in accordance with FSPIP.
- a) Maintain the Financial Sustainability Committee and following the Chapter's Financial Sustainability Plan and Investment Policy.
 - i. Update the investment policy in the Administrative Handbook as necessary.
 - ii. Invest funds in excess of a two year reserve of the annual operating budget.
- 7.3 Identify prudent options for utilizing annual disbursement funds consistent with the FSPIP.

7. Regularly assess Chapter and Executive Committee operational structure to optimize chapter productivity and efficiency.

- 8.1 Annually review and update the Internal and External Committee structure (e.g. expand or consolidate) and Oregon Chapter AFS Administrative Handbook as needed.
- 8.2 Update by-laws when appropriate and needed to meet chapter objectives.

