



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, June 8, 2023, 3:00 PM – 5:00 PM

In attendance: Gary Vonderohe – President, Michele Weaver– President-Elect, Chris Hirsch – Past President, Kate Self –Vice President, Sarah Sapienza – Secretary, Jordan Smith – Treasurer, Joe Lemanski – Internal Director, Tjaden Archer–OSU Student Subunit

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

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

- Chris moved to approve the May Minutes as edited and submitted and Kate seconded the motion. There was no discussion and the motion passed.

Main topics of conversation

- WDAFS updates
 - BLM comments, letter was passed at today's meeting.
 - Society working on details on Society level ExCom coming to Chapter meetings, discussing financial responsibilities of Society and Chapter.
- Electronic voting of Chapter Business meeting minutes
 - Election runner.com- cost about \$50
 - What kind of platform is needed? Michele suggested using Google or Microsoft Teams forms, seems to work very well.
 - What is the minimum number of electronic votes needed to pass? Member quorum is needed.
 - How long does voting need to stay open? ORAFS will leave voting open for 10 days.
- AFS Professional Certification reimbursement request
 - Previous President requested AFS Professional Certification re-imbusement.
- Website/Admin Handbook/Annual Meeting Handbook updates
 - Working on phasing out specific terms for instance, Cvent versus using registration platform.
- Update "Decade/President" poster
 - 60th Anniversary Committee- traditions, what has been done, helping the newer Chapter members know more about Chapter.
- Update ORAFS logo
 - All Chapter logos need to have the Society logo in it.

- Might be a good idea to update for the 60th Anniversary Meeting.
- Monthly social media post: What to post for June? Kate suggested Student sub-units posts and what the sub-units are up to for the summer.
- Action item: Dates for Fall Retreat: Friday Sept 21-24

Officer Reports

President – Gary Vonderohe

- WDAFS Mid monthly meeting.
 - See above for updates.

Past President – Chris Hirsch

- Symposia ideas from attended conference.
- Lightning talks around poster session?

President-Elect – Michele Weaver

- 2024 Annual Meeting Planning updates
 - Plenary Confirmed-Laurie Weitcamp
 - Checked with Human Dimensions Committee on possible other Plenary speaker
 - PDF Program Committee
 - Natalie Scheibel will put together PDF version of AM Program instead of printed.
 - Planning team file - https://docs.google.com/spreadsheets/d/1IAFm6zVSNFk-rYdaumyfldyJBpI5mJSv/edit?usp=drive_link&oid=104877884719263382265&rtpof=true&sd=true

Vice President – Kate Self

- Looking over Administrative Handbook
- Got another contact for the Auction and Raffle Committee

Student Representatives

- OSU update: Tjaden Archer: No updates, currently drafting what OSU Sub-unit will be working on for the Fall Term.
- MHCC update: Absent.

Internal Director – Joe Lemanski

- 2024 Annual Meeting- Riverhouse update
- New POC for the Riverhouse
 - Will be able to update AM Budget with the Riverhouse contract
 - Does ExCom reserve room block at Shilo too? Wait until reservation is at 90%, then reserve at other locations.

External Director – Alex Harrison

- Committee Work Plans- President Gary Vonderohe contacted External Committees and got updates.
 - DEI
- Marine Ecology and Habitat Committee co-chair-
 - Kelly Lawrence is stepping down. Now only Michael Harte as chair.

Secretary – Sarah Sapienza

- Meeting Vice President, Kate Self tomorrow to exchange mailbox keys.
- Will start organizing the ORAFS AM storage bins next week.
- Checked with previous ExCom, sounds like Annual Business Meeting Minutes will need to be distributed via website like Survey Monkey. Michele had the idea of using a Google form for the voting process. Per previous Secretary, past Annual Business Meeting notes were voted on at the next years AM.
- Action: ORAFS website: Update New ExCom and student subunit info: Mt Hood: Emma, OSU: Tjaden.
- Action: Add Tjaden to Google Drive.

Treasurer – Jorden Smith

1. Updated estimated 2023 Annual Meeting profit is \$59,949.29.
- We are still waiting for University of Oregon and Oregon State University registration payments.
 - The payment for the AM Venue Fire Permit has been sent.
 - 2. The Xero account is cancelled. The last payment toward the software will be this month (June)
 - 3. Our prospective accountant quoted us ~ \$895 for this year's taxes, resulting in about \$1,000 savings between accounting fees and Xero. I asked to initiate a contract on 5/29/2023.
 - 4. Payment has been sent to our Legislative Liaison.
 - 5. Our AM meeting deposit has been sent to the Riverhouse.
 - 6. AM mobile app options outside of Cvent
- Whova – Ballpark estimate of \$2,000 - \$3,000 for a hybrid with up to 500 attendees, but we will need to schedule a meeting for an official estimate.
 - Engagefully (rd mobile) – Must request a demo for a quote.
 - Eventtia – Starting at \$1,500 for a hybrid event with 250-500 attendees.
 - Fliplet – We build it ourselves (with a small amount of coding for complicated tasks) and demo for free. There is a virtual option, but I am unsure how it would work with multiple sessions at once. Basic monthly plans are \$10 - \$30 per month, but we would need to request a quote for the number of users we would like. I am curious what the quote would be with such affordable monthly plans.
 - 7. I have emailed everyone the spreadsheet for average weekly hours spent working ORAFS tasks for FY22. Everything highlighted in yellow needs to be updated. If folks could get those numbers back to me ASAP, that would be fantastic!

Action: Michele and Jorden will work together and set up demos for AM apps and see what will be the best fit for ORAFS.

ORAFS Executive Committee
7 June 2023
Treasurers Report

1. Business Account Update

Checking Account Statement

Beginning Balance (05/01/2023)	\$50,719.41	
Deposits/Credits	\$22,609.59	AM Cvent Deposit, AM Registrations for CTUIR, Donation
Debits	(\$0.00)	
Checks	(\$6,399.60)	Student Registration Awards, Raffle/Auction Reimbursement, AM Logo Honorarium, Pacific Islands Chapter Support, Office Supplies, Legislative Liaison; WDAFS Reimbursement
Transfers	(\$0)	
Statement Balance (5/31/2023)	\$66,929.40	

Available Funds

Balance as of (06/01/2023)	\$66,929.40	
Deposits/Credits	\$1,000.00	AM Auction
Debits	(\$37.00)	Xero
Checks	(\$0.00)	
Transfers	(\$0)	
Available Funds as of 6/7/2023	\$67,892.40	

FY23 Operating Budget Cap = \$53,906.76 (updated)

Adjourned 4:36 PM