



**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 Fall Retreat - September 22-24, 2023

**DAY 2: Saturday, Sept 23, 2021 (9 AM start time)**

**I. Annual Meeting Timeline – Gary-**

**Benchmarks**

Here is the *Suggested Deadlines for Annual Meeting* from the Annual Meeting handbook.

<b>Benchmark</b>	<b>DATE</b>
Abstract submission open – in fall Piscatorial Press (PP)	October 15
Registration open – by the fall PP	October 15
1st call for papers – by the fall PP	October 16
2nd call for papers (email)	November 18
3rd call for papers (email)	December 2
Abstract submission deadline	December 16
Officer nominations	December 20
Winter PP	January 8
Awards Deadline	December 30
Fee Assistance Waiver	First come, first serve
Abstract acceptance	January 13
Early Registration Deadline	February 5
Room Block Deadline	February 5
Cancellation Date Deadline 50%	February 12
Cover art	October 31
First draft text of program	January 15
Sponsorships	February 9
Program final deadline	February 16
Errata deadline	February 25

**Task list:**

- Action Item: Michele- Create abstract submission in Cvent-
- Action Item: Rename: Banquet Dinner and Grand Social. Give brief description of each. Put

2 tickets in each student badge to get students back to the raffle. And one ticket in every registration badge.

- Encourage OSU to sponsor banquet tickets for the students.

## II. Annual Meeting Budget Overview – Gary (10 AM)

A. Brief overview of budget to guide us as we discuss meeting planning details.

- Action Item: Sarah/Jorden will contact Hiyo about possible donations for the Annual Meeting for a non-alcoholic option.
- Action Item: Sarah will check out Bend drop in daycare facilities. Will add to the Cvent site for parents.
- Action Item: Jorden will reach out to mothership about meeting insurance.

B. Identify decisions and timeline (registration costs, workshop costs, meeting swag)

- Dry bags will be the swag for the meeting.
- ORAFS Apparel : will order trucker hats, logo stickers (60<sup>th</sup> Anniversary and ORAFS) and possibly drink ring donut.
- Action Item: WHO? Check with DEI Chair regarding fee reduction or waiver for the under represented groups, specifically Tribal members.

D. Cvent Registration Platform overview

- Everyone is mostly familiar with the CVENT platform from the Annual Meeting last year. • We have four logins – treasurer, secretary, president, and president elect.
- Action item: Sarah will schedule a meeting with Jorden and Michele to orient them to the CVENT site.
- Action item: On Cvent Registration page, add “Want to become a member and receive the discount?” “We encourage you to become a member! When you join, the cost of membership and registration is the same cost as non-membership.
- Add to lunch complementary-Additional option-NOT ATTENDING with other meal choices.
- Add to Banquet Dinner “open to all”

## III. Annual Meeting Program – Michele (1 PM)

A. Theme: “Better Together – Celebrating 60 years of partnerships, collaboration, and teamwork”

B. Plenary Session – Two plenary speakers confirmed - Laurie Highcamp and Brian Erickson

C. Workshops

1. Status/ logistics –

- Possible ideas: Understanding salmonid Forecasts and mixed stock fishery management.
- Beaver science and restoration-possible site visit -BDA project in Bend area
- Understanding grant opportunities and where to find funding GNA-Karen Hans?
- Action Item: Kate will look into AI workshop and find local experts.
- How to implement a restoration project start to finish- Lindsay Somer, Morgan Ryan

(CTUIR), Ariana Scipioni (Clack ODFW)?

2. Identify Workshop chair – Still searching...

#### D. Technical Sessions

##### 1. Invited Symposia

- Pink and Chum
- Freshwater mussels
- Deschutes
- Marine invertebrates
- HJ Andrews
- eDNA-use and application (Smith Root, Biomark, Woosh?)
- Where does science inform/ not inform policy?
- Human Dimensions
- Fish health- disease and pathogens
- Native fish
- Will contact external committee chairs.
- For committee meetings, need to be sure that they are not occurring at the same time ie at the end of the session and ending at same time.

##### 2. Contributed Papers/ Other Symposia Topics and Organizers

3. Film Session: Jeremy Monroe from Fresh Waters Illustrated (would he be interested in coordinating?)

4. Poster Session – Have session organizers encourage scheduled talkers to submit posters.

#### E. Meeting App

Fliplet (chat the moderator for questions)

Action Item: Jorden will create a mock app for ExCom to test.

#### F. Covid Policy (or Any sickness policy)

#### G. Hybrid Options

- Plenary and session speakers will be recoded and viewable on the app. Kate suggested sending out the links for the sessions before the meeting in a separate email with the PDF so the app isn't needed.
- "Live streaming view": Not a hybrid meeting of selected portions.
- Cost for "Live viewing" option for registration will be \$50.

### IV. Budget/Sponsorship/Advertising (4:30 PM)

#### A. Sponsorship - Gary

1. Goals sponsorship \$15,000, levels of sponsorship
2. Sponsoring rooms/events
3. List of regular sponsors & brainstorm new sponsors

#### B. Advertising/Promoting meeting

1. Brainstorm groups to target
  - Heads of agencies letter– BLM, USFS, WDFW, ODFW, NOAA, OWRD

- Include options for waivers and links to the website
2. List of schools to target : Intern coordinators, OSU Cascades, community college, Eastern O, Umpqua CC,
  3. Options for getting the word out- listserv, website, social media
    - Kate will be assisting in updating the ORAFS Instagram.

## V. Vendor Displays Chris

- A. Discussion of possible vendors. Google list brainstorm for other vendors not contacted before.
- B. Vendor booth cost – keep the same levels previous meeting.
  - \$800 for vendors
  - \$500 for non-profits

## VI. Schedule-at-a-glance

- A. Space availability (sessions, banquet, poster session, breaks, vendors) B. Plenary session timing
- C. Business meeting / awards lunch
  - Awards lunch will be held in the exhibit hall and the ORAFS Business meeting will be moved to a smaller room.

## VII. Networking Events

- A. Imbibements – Andrew Derugin, Greg Silver
- B. 60<sup>th</sup> Celebration – Mike Gauvin
- C. **Poster session/ Tradeshow – Need filled** Helena Linnell?
- D. Spawning Run/ Carcass Crawl – Stefan Kelly
- E. Banquet -
  1. Raffle Auction – Kyle Bratcher, Ron Constable
    - **Auctioneer – Need filled.**
  2. Corn Hole – Kirk Handley
  3. Entertainment –Tony Siniscal
- F. **Student-Mentor Mixer – Need filled**
  1. Format
    - Raffle ticket for cornhole entry or t-shirt. Conversation starter- snowball, who do you work for, business cards, random rotate buzzer, give students prompts to think about before mixer.
    - Hey, what are your words?
    - Possible pair up of student and mentor, mentor can introduce other peers.
    - Based on what I've heard from this conversation, this is the table that you should move to next.
    - Key words on sticker for the students to help guide students.

- Cvent: Box for students- are you interested in a meeting buddy?

2. Food / Drink

G. Awards –

1. Call for awards
2. Professional awards – Brian Bangs
3. Student scholarships - timelines
4. Best paper/ poster (judges/ criteria/ scheduling of student talks) – Stephanie Gunkel

**DAY 3: Sunday, September 24, 2023 (9 AM)**

**VIII. Other OR AFS Business**

- Sarah moved to approve the August Minutes as edited and submitted and Kate seconded the motion. There was no discussion and the motion passed.
- Webmaster recruitment
  - More of an administrative role, some times would be part time and some full time if this was to be a paid position.
  - Looking at Cvent, webmaster and administration and helping with registration at Annual Meeting.
  - Post to social media accounts and emails about webmaster needs again.
  - Once financial solvency is reached, ExCom discussed re-visiting creating a paid position.
  - Could we offer some kind of non-compensation benefit? Paid registration? Swag?
- Reimbursement request for AFS certified fish professional
  - Current member requested reimbursement.
  - Action Item: Michele motioned to approve payment to member for reimbursement, Alex seconded the motion and the motion passed.
- Update ORAFS logo with new AFS logo
  - Will put out to membership as competition. Also ExCom will discuss with in house graphic designers for logo update.
- ~~ORAFS Admin Handbook edits~~
- Check-in on Annual Operation Budget spending
  - Sponsorship for other conferences, funding is there – PITAGUS,
  - Annual Meeting funding for scholarships are there.
  - Taxes extension was filed, contractors
- Request for Proposal – 2026 WDAFS meeting locations

**Planning Committee – by end of retreat we should identify:**

Planning Committee

1. Planning Committee Chair – Michele
2. Business Meeting – Gary V
3. Facility and Food Arrangements – Joe L

4. Imbibements – Andrew Derugin, Greg Silver
5. Poster Session –
6. Program Guide/ Design and Layout– Natalie Scheibel
7. Raffle and Auction – Kyle Bratcher, Ron Constable, Sara Hart
8. Registration – Jordan/ Sarah
9. Signs and Banners –
10. Sponsorships – Gary V
11. Trade Show – Chris H
12. Student Coordination & Activities –
13. Student Paper Judging –  
(Presentation of awards is at awards lunch or banquet)
14. Spawning Run/Carcass Crawl – Stefan Kelly
15. Website and Online Abstracts –
16. Awards- Brian Bangs
  - a) Submission timelines
  - b) Plaques- ??
  - c) Presentation- Brian
17. Student scholarship –
  - a) Submission timelines
18. Workshops –
19. Corn Hole – Kirk Handley
20. Banquet social/ entertainment –
21. Name tags and lanyards – Sarah/Jorden
22. Volunteers- Olivia Boisen?
23. Photography-

#### **VIII. Review list of Tasks and Annual Meeting Handbook outstanding items**

- A. Select planning committee
- B. Review information needed to update website (goes live before October 15th)

• Action item: Michele will finalize all the Planning Committee roles (highlighted in red).

#### **II. The Riverhouse site visit –All ExCom (11AM)**

- ExCom members met with staff at the Riverhouse.
  - Action: Will reserve as many bunk rooms so possible for student volunteers.

Adjourned 1PM.