



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 Rhododendron, OR – Friday, April 19, 2024, 4:00 PM to Sunday, April 21, 2024, 10:30 AM

Attendance: Chris Hirsch – outgoing Past President, Gary Vonderohe – President (soon-to-be Past President), Michele Weaver – President Elect (soon-to-be President), Corey Sipher – incoming President-Elect, Kate Self – incoming/outgoing Vice President, Sarah Sapienza – incoming/outgoing Secretary, Stephanie Messerle – incoming Internal Director, Jordan Smith – incoming/outgoing Treasurer, Alex Harrison – outgoing External Director, Amy Unthank – incoming External Director

Saturday April 20nd

8:00 AM- Breakfast

Quorum established at 8:37 am.

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*
- *Contacts Scholarship recipient's for a Summer write up in the PP.*

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- Oregon AFS email/ Other ORAFS Information

Incoming ExCom email to use for AFS related business / update contact info sheet

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'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.
- 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.

ORAFS listserv – how to send emails through listserv

ExCom monthly Conference Call dates/ times

Spring/Fall Retreats

Annual Meeting

ORAFS Electronic files

- Website
- Google Drive
 - Discussion of where to store ORAFS photos in the Google Drive but also how to organize. New ExCom will be given access for all the Google Drive.
- Handbooks

- Workplan/ Budget

10:15 - 10:30 AM- Break

10:30 - 12:00 PM- Current ExCom reports - 10 minutes each

Past President

- Parting thoughts: Financial Sustainability Committee being so supportive of ExCom and long term goals being realized. Group supportive of student support, chapter meetings, scholarships and mentor events. Best student paper winner was sent to Western by the Chapter. Can we support students for more? Early career professionals were given discount for the first time ever. Popular program for the first year. The Admin Handbook is your friend, look over every few months to refresh roles.

President

- Vision: Financial Sustainability Committee and ExCom will be working closely for more financial plans and budgeting. On the right path as a Chapter, need to come up with plans for the investment and how to provide extra for the membership. Lessons learned: Bi-laws need to go to Constitutional Society before the members vote for approval. Travel Portland is assisting with the RFPs for the Western Division Meeting in 2026.
- Possibly have a joint meeting in 2027 or 2028 with the Idaho Chapter and use the investment funding and where should the location be?

President-elect

- 2024 Meeting Poll Results
 - Feedback: about 100 people took poll.
 - Meeting App feedback: Did the App work? 50/50. Android users had the most user issues.
 - For next year: change the login process, show users how to navigate the app
 - Plenary Speaker was well received.
 - Student Mentor Mixer: Need to limit the amount of people or add more food for next year and put food on the tables instead of long food line. Possibly have the Mentor Mixer at another time of day? Or end Tuesday workshop earlier and then start Student Mentor Mixer earlier. Room set up: Add more tables for next year. Gary noted that the students played bingo at the Western Meeting.
 - Poster Trade Show: Feedback was that it was too late, possibly start at 7pm, instead of 8pm.

- Awards Lunch: Meeting Buddy, have students pair up with other students. Have Student Subunit club meeting at OSU the month before to meet other students, ExCom members could attend.
 - Banquet: New format for the table setup at the Auction and Raffle, worked well. Food needs to be served as soon as it starts NOT when people are seated. Keep silent auction up longer. Have a setup payment table in the room.
 - Suggestions: Start planning for Workshops in the summer time.
- Vision: How we work together as a team. The selection of the incoming ExCom was a group decision instead of one individual. Possibly create sub-committees that could be helpful with the workload. We've been doing a good job working with the Committees.

Secretary

- Annual Meeting Business Meeting-any edits needed by May meeting.
- Kate moved to approve the March Meeting Minutes as submitted and Alex seconded the motion, the motion passed.

Treasurer

- Financial Sustainability Plan and Investment Policy
- ACTION: Jordan will put together document for what is need for the Auction and Raffle and the IRS.
- Disbursement
- Bank Accounts
- Vision: Will work on streamlining the workload.

Internal Director

- Annual Meeting Venue Contracts- Will need to adjust the room block amount in the Contract for the first night. Put the direct hotel phone number on the website instead of the reservation line.

External Director

- Previous year's highlights:
- External Committee updates
 - External Committee workplans
 - Climate Adaption Committee: Not active currently, looking into a co-chair to re-energize. Any possible tasks
 - DEI: Very active, allocation of DEI workshop, will be available for members, considered Ad hoc committees
 - Education and Outreach: Review grants and applications, offers support even when cannot fund project. Can always use additional funding.
 - Fish Culture: Workshop idea to have students go to hatchery, going to request funding from ExCom.

- Natural Production and Freshwater Habitat: Possible chair was suggested.
- Human Dimensions: Chair is very energized, looking forward to the momentum created.
- Legislative: Chair is looking to step down and willing to train his replacement. Will be contacting a person of interest.
- Marine Habitat and Ecology: Chair needed
- Native Fish: Starry flounder will be the focus for this year.
- Social Media: Consolidation of the media accounts, possibly move under the Education and Outreach Committee. Discussion of the expectation of funding and which committee is receiving. Possible reminder of the requests for funding and attending the Committee Meetings during the AM.

Vice President

- Previous year's highlights
- Vision: Connecting with student subunits. Post for each committee, spotlight. Events throughout year, pub talk, short videos, increase online presence. DEI - what are they doing successfully. Chris suggested posting information on upcoming talks.

Student Representatives (OSU, MHCC)

- Report (OSU)- Request for funds higher this year, funding has been cut from the university. Food incentive to get students into the meetings and also AM sponsorship award, learn to fly fish events.
- Report (MHCC)- Absent
- Vision for upcoming year (OSU) Getting monthly posts about committees, projects and subunits, publish papers. Alex suggested the PP and pulling information for posting.
- Chris noted she appreciated the level of engagement and communication of the OSU Student Representative.

12:00 - 1:00 PM Lunch

1:00 – 3:00 PM Budget and Workplan FY2024 (Michele)

- Michele noted the Strategic Plan and the Work Plan are directly related.
- Remote viewing at the Annual Meeting was successful. The Chapter didn't lose any revenue do to online, the remote viewing was well received. Need dedicated AV person at the meeting in addition to the moderator.
- **ACTION: Add the Hutton Scholarship information to ORAFS website.**
- Travel support/ registration funding was added to 1.2b for non-meeting attendance in the ORAFS FY25 Budget.
- **Sarah motioned to approve the FY25 Budget and Workplan, Chris seconded the motion and the motion passed.**

3:00 - 3:15 PM- Break

3:15 - 5:00 PM

- New Business
 - Website updates – ExCom, external committee chairs, and award winners
 - **ACTION: Revised Bouck Scholarship need to add button to donate on website.**
 - New ORAFS Logo was selected.
 - Jordan stated that Cvent will renew the month of the Annual Meeting, if not continuing, will need to make a decision a few months before AM.
 - Michele noted that Hoova might be a better option.

6:00 PM or later Dinner at local restaurant

Sunday April 21st

8:00 AM- Breakfast at house

8:30 - 9:00 AM- Call to order/ Finish Business from previous day (if needed)

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9:00 - 10:00 AM Incoming Officers' Vision

Incoming President Elect

- Potential themes/ vision for 2025 Annual Meeting
 - Human dimensions USGS Resist Adapt D (RAD) framework
 - Effective decision making...Beware of the back eddy... Decisions, Decisions...
 - Lean on Committees for workshops
 - Restoration- Eastside theme
 - Michele has a list of names of volunteers that could assist with the Planning Team Committee.
 - **ACTION: Update the keywords for the Abstract Submission site "were you invited to this session?"**
- Previous Year's Files in Google Drive

Incoming Internal Director

- Vision: Interested in learning position more, working with former
- Steering committee in Hutton scholarship, Chapter can help recruit more mentors.

Incoming External Director

- Will be updating the Committees. Committee meetings are largely virtual now.

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