



Oregon AFS ExCom Spring Retreat and Business Meeting April 4-6, 2025

Address: 49640 Surf Road, Neskowin, OR, 97149

<https://t.vrbo.io/1bxNZhp7MRb>

Check in after 16.30 PM

Check out before 10:00 AM

Spring Retreat Minutes -

Friday April 4

Arrive any time after 4:30 PM, Dinner at the house ~7 PM

Saturday April

8:00 AM- Breakfast at the house

8:30 AM- Call to Order/ Welcome/ Introductions- call to order at 8:38AM.

- Review Agenda
- Review [Robert's Rules of Order](#)
 - Voting for incoming ExCom will occur after May 1st. Until then incoming can observe voting.

8:45 AM - 9:45 AM- ExCom Position Descriptions (presented by current officer)

See end of Agenda for info

- Social media- ExCom can set up posts for the next 6 months for more steady posting. Analytics are available and timing for viewing could be better. Gina would be able to give advice on how to set up better for more membership viewing.

9:45 - 10:15 AM - ORAFS Business Activities

- Update contact info sheet - [ExCom Contact Info](#)
- Incoming ExCom email to use for AFS related business
 - Please note in emails if a reply is requested for the email or no response needed.
- Oregon AFS email
 - Webmaster will be switching the ORAFS ExCom emails to the incoming ExCom
- 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 "ORAFS" 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
 - Listserv- two exist for ORAFS, Chapter members and people that have signed up for the listserv.
- Piscatorial Press - published quarterly, content is due two weeks before the publication dates. Fall: October 15; Winter: December 15; Spring: March 15; and Summer: June 15.
- ExCom monthly Conference Call dates/ times - currently the second Wednesday of each month from 3-5pm
 - Helpful in unable to attend the ExCom monthly meeting if you email ExCom your updates.
- Spring/Fall Retreats - usually around April and September
 - September retreat will be less based on AM planning and probably more business due to the next AM being WDAFS and in May.
- Annual Meeting - typically the last week in February. 2026 is WDAFS May 4-8, 2026.
- ORAFS Electronic files
 - Website- ORAFS.org
 - Google Drive
 - Handbooks
 - Administrative Handbook
 - Annual Meeting Planning Handbook
 - Financial Sustainability Committee
 - Disbursement Guidance Document
 - Workplan/ Budget
 - 5 Year Strategic Plan needs to be renewed this year.
 - Annual Workplan needs to correlate with the yearly Budget and end of the year reports.

10:15 - 10:30 AM- Break

10:30 AM - 12:30 PM- Current ExCom reports

Past President- Gary Vonderohe

- Absent (sent via email)- Parting thoughts

- Serving in the president series and as internal director for a couple years has been very rewarding. There were some late nights working on AFS stuff, but it was all worth it in the end. Being part of ExCom is the reason I know so many more people working in fisheries than if I was just doing my normal job and attending an AFS meeting once a year.

For the new and continuing ExCom members, keep up the good work. Oregon AFS is an award-winning chapter because of the hard work put forth by our past and present ExCom members. I know there are lots of commitments we all have, and it can be a struggle to balance work, home life, and AFS but in the end I found it was well worth the extra work.

I think one of our biggest things as ExCom members is to think how we can best serve our membership and always remember we are speaking on behalf of what we think is best for the fish.

It was great working with everyone this past year and thank you to Sarah, Kate, and Stephanie for your service on ExCom.

Go Team!!, maybe that's the volleyball coach in me talking.

President- Michele Weaver

- Vision/Goals-
- Giving back and re-engage the membership.
- Goal for multiple people on the ballot for ExCom for next year.
- As outgoing ExCom reflects, please look at ways to get excited and willing to participate more whether that is by serving on ExCom or a committee.

President-elect- Cory Sipher

- 2025 Meeting Poll Results
 - 64 responses from attendees
 - Notification could be better while at the meeting for
 - Meeting App- more people didn't use than use.
 - Zoom links were more cumbersome if using an apple device.
 - Plenary speakers were well received.
 - Annual Meeting feedback comment document is now located on the Google Drive.
 - Comment- Outdoor stretching or yoga would be a good way to get out.
 - Suggestion of the session schedule and schedule out a glance would be helpful to be send out soon next year.
 - Tech talks were a suggestion (5 minutes) max.
 - Abstract Management session selection options on the website could possibly be updated/removed for future selection.

- Other might be an option to capture more presenters on the Abstract Management site for the Annual Meeting.
- Some of the online sessions were not automatically muted, need to be sure that is selected when the virtual meeting is set up.
- QR code on the name tag was very well received.
- Vision/Goals
 - Support the President-elect and the upcoming WDAFS meeting in Portland.
 - Continue to support the Chapter and the newly selected ExCom.

Secretary- Sarah Abbott

- February and March (as submitted and edited) ExCom Meeting Minutes for vote
- Stephanie motioned to approve the February and March meeting minutes Corey seconded the motion, there was on discussion and the motion passed.
- Parting thoughts: It has been a pleasure getting to know all of ExCom. She appreciated all the support though the years. She plans on supporting the upcoming Secretary in a way, via teams, phone call or email.

Treasurer- Jorden Smith

- Treasurer Report:

**ORAFS Executive Committee
1 April 2025
Treasurer's Report**

Checking Account Statement

Beginning Balance (03/01/2025)	\$67,097.58	
Deposits/Credits	\$58,548.34	AM Registration/Auction/Raffle/Cornhole, Zoom refunds
Debits	(\$7,172.79)	AM App, Zoom, Spring Retreat Lodging, Envelopes, Best Student Paper/Poster to WDAFS
Checks	(\$24,455.85)	AM Reimb./Expenses, FSC Retreat Reimb., Early Career Prof. Lodging Reimb., 1099 Prep, Legislative Liaison, Scholarships
Transfers	(\$0)	
Statement Balance (03/31/2025)	\$94,017.28	

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- ORAFS was hit with another bank fee. ACTION: Jorden will investigate another bank with more locations.
- Laid off Federal Employee waiver was a suggestion, possibly clarify and send a reminder to membership.

- AFS Certification Program is \$50 a person, could increase the budget for next year.
- Vision: put together a nice handoff package for the future Treasurer.

Internal Director- Stephanie Messerle

- Annual Meeting Venue Contract- final invoice has been received from the Riverhouse included room, food and audio visual. It is ready to be closed out now.
- 2026 Meeting Venue Contract is in the works.
- 2027 Meeting Venue Contract isn't signed quite yet, date is reserved at the Riverhouse.
- 2028 location is yet unknown.
- Parting thoughts: Had a really good time this year. Met people that she'd not normally meet. A great organization to be a part of.

External Director- Amy Unthank

- External Committee updates
 - The Fish Culture committee submitted their Work Plan and have planned their summer field trip.
 - Climate Adaptation committee needs a new leader. Kara Anlauf-Dunn has stepped down.
 - The Human Dimension committee is somewhat quiet, but still there - as the leader from USGS, Jason Dunham contends with all the Federal agency turmoil.
 - Rebecca Schwartz of the Freshwater Habitat committee has switched agencies from the Confederated Tribes of the Umatilla Reservations to a position with Trout Unlimited in the John Day Basin helping oversee restoration work.
 - The DEI committee continues its work to help prepare the web-based sessions for ORAFS members.
- External Committee workplans
 - See above
- Legislative session update
 - Four bills have been commented on.
 - Four to five bills are currently being tracked.
 - Tracked 76 bills, 36 have died so far.
- Vision/Goals
 - Education- Amy plans on working with Marty more to get pictures to include funding accomplishments in the PP.
 - Keep helping and supporting the committees, create Facebook posts for the Chapter.

Vice President- Kate Self

- Parting thoughts: Had a ton of fun the past two years. The bridge of community of professionals was appreciated within the chapter
- Being able to support a student and translate needs, emerging priorities and exposing them to emerging scientific discoveries.
- Pandemic was very tough with scholarship applicants and making ORAFS more relevant to the students.
- Increasing tribal involvement and addressing the barriers for members to apply for waivers.
- Officer profiles could be added to the social sites.
- Committee highlights- include meeting locations for members to attend
- DEI Committee training and blast the membership

Student Representatives

- Absent

12:30 - 1:30 PM Lunch

1:30 PM - 3:00 PM Incoming Officers' Vision/Goals

Incoming President Elect- Kelcee Smith

- Vision/Goals: having a communication strategy, would like to see it carried though for example with students and tribes. Seeking out the different tools that we have at our disposal for communication and using them.
- Ideas for 2026 Annual Meeting
 - Workshops: AI and science, science communication, Columbia River forum, policy engagement forum-how do we get our own stories out there.
 - Activities: scavenger hunt, trivia game, a local Portland passport, service learning-volunteer service like river cleanup, site visits- Bonneville Dam and restoration projects. OMSI for possible welcome event.
 - Theme: more connection between freshwater and ocean.
 - Waivers: publishing scholarship,
 - Events: mid- year social to engage members like a workshop during the off season, fish friends' night at a community location- could be demographic like eastern Oregon and the coast. Could connect with outdoors clubs, pub talks
 - Kate suggested start thinking about how many volunteers you'll need for each of the activities and Stephanie suggested more side boards for the rooms needed and how long the volunteers stay.

Incoming Internal Director- Gina Maag-Klobas

- Vision/Goals: focusing on food, trying to coordinate more the dietary restrictions, figuring out a way to create an AV sub-committee that has livestream. Michele suggested hiring a livestream AV coordinator to alleviate the hiccups, have a set one point person for contact like a Zoom tech.

Incoming Vice President- Karah Roof

- Vision/Goals: at the student mentor mixer and getting mentors at different levels of their careers not just mentors that have decades of experience.
- Opportunity for mock interviews, a panel of professionals with quick discussions before the large mixer starts.
- Shivonne will host the Early Career Professionals workshop for Portland meeting.
- Having the First Time Attendee sticker on the name badge was a success last year for connecting new people with mentors.
- Career resources: post in social media and have a thread where all people
- Kate suggested a Mentor Committee, a resume submission that they'd like looked over.

Incoming Secretary- Katie Woodside

- Vision/Goals: idea of early career professional workshop, she's interested in assisting with mock interviews and accessing application for students.
- Discussing with fisheries professionals that are near to retirement and what the highlights of their career are. What did you learn as a professional? Looking at a way to address more reasonable expectations with a podcast.
- Stephanie noted that Hutton mentors are needed, Katie
- The Fisheries Podcast.org might be good to connect to with the Western Division meeting is coming up.

3:00 – 3:15 PM Break

3:15 - 6:30 PM Budget and Workplan FY2025 (Cory)

25-26 workplan in google drive

<https://orafs.org/work-plans-budgets/> -where both Workplan and budget are located

- Kate suggested placing a link to the job board and the PP on the main ORAFS page for quick access for members.
- 2025-2026 Budget:
 - Maximum budget of \$66K.
 - Discussion of increasing the sponsorship budget.
 - 1.5f line item added- budget for reimbursement of professional publication requests.
 - Kate suggested using some funds to cover members that have lost their positions and are unable to cover the cost of membership.
 - 3.1a Added additional funds to the Hutton Scholarship program.
 - Investment account is now covering the Carl Bond Scholarship.
 - Kate motioned to approve the 2025-2026 Budget and Workplan as drafted, Sarah seconded the motion, there was no discussion, and the motion passed.

6:30 PM or later Dinner in house

Sunday April 21st

8:00 AM- Breakfast at the house

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

- New Business
 - perpetual awards/scholarships plaques
 - Discussion of displaying at the Annual Meeting or make a poster of the award winners- more discussion to come.
 - Request for sponsorship to AFS - Texas meeting in August (\$2,500 gets a free registration, \$1k gets recognition)
 - Stephanie motioned to sponsor the AFS- Texas meeting for \$2,500, Jorden seconded the motion, there was no discussion and the motion passed.
 - Request for sponsorship to OSU "Confluence" symposium (\$150)
 - Sarah motioned to sponsor the OSU Confluence symposium for \$150, Jorden seconded the motion, there was no discussion, and the motion passed.
 - ORAFS support requested to Siletz Tribe with petition to OR Marine Board to revise rules to prohibit all motorboats above a certain point and not just 'jet pump drive motors.'
 - Discussion of researching spawning ground habitat in the Siletz above Jack Morgan park.
 - Michele noted is there a state report that ORAFS could get additional information from?
 - ExCom agrees that motorboats have an impact on fish spawning.
 - More discussion to follow, Amy will reach out to the habitat committee and see what their response would be.
 - Discussion of how ExCom responded to the Rogue jet boats.
 - Google workspace for nonprofits - <https://www.google.com/nonprofits/>
 - Includes 100TB of storage
 - Unlimited email addresses for the ExCom personalization

- All emails, storage and pictures could be moved to the Google workspace.
- ExCom agreed to move all data and emails to Google workspace for nonprofits.

10:30 AM- Check out of the house

ExCom Officer Roles:

Past President

- *Mentors officers and promotes consistency in ExCom and Chapter activities, provides [Admin Handbook](#) to all incoming officers*
- *Chairs Nominating Committee and recruits at least one candidate for each ExCom position.*
- *With President, prepares and submits the “Outstanding Chapter of the Year” Application to Western Division.*
- *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*

President

- *Create annual work plan/ budget (last duty as President-elect)*
- *Lead monthly ExCom calls*
- *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 to ethics committee for lobbyist*
- *Approve spending*
- *Prepare Governing Board Report/Annual Report to AFS*
- *Prepare Chapter of the Year Award application*
- *President’s corner in PP*
- *Interact with legislative liaison, participate in preparing letters, testimony, etc.*
- *Special projects- e.g., 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 the initial and final drafts of the annual meeting program, and coordinating the development 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.
- Coordinates closely with the Internal Director regarding meeting facilities and logistics.
- Prepare a draft Chapter budget and work plan for the upcoming year (May 1 through April 30) for ExCom review at ExCom spring retreat and approval prior to May 1.

Vice President

- Assumes duties of President-Elect if they are unable to complete their term
- Chair the Resolutions and Bylaws Committee
- 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, Volunteer Coordinator(s), Spawning Run, Cornhole
 - 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

Secretary

- Take minutes at all ExCom meetings and circulates for ExCom review
- Take minutes at annual business meeting which needs membership approval
- Assist with 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
- Work with Accountant to prepare annual tax returns
- Manage registration and fee collections at the annual meeting

- *Prepare fiscal year Chapter financial statement for distribution at the Annual meeting*
- *Member of the Financial Sustainability committee, reports back to ExCom*

Internal Director

- *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*
- *Provide updates for PP and annual business meeting*

Student Representatives (OSU, MHCC)

- *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.*
- *Submits a budget proposal to ExCom for annual Student Subunit funding*
- *Provide updates summarizing the activities of the Student Subunit(s) and describing how any funds granted from the Chapter were used during ORAFS Business Meeting.*
- *Submits articles to the *Piscatorial Press* throughout the year publicizing subunit events and highlighting activities.*