

Revised and Approved by ORAFS ExCom April 6, 2004

Oregon Chapter – American Fisheries Society
ExCom Conference Call Minutes
January 21, 2004

Attendance: Dave Ward, Barry McPherson, Doug Olson, Molly Webb, Jen Stone, Mary Buckman, Don Ratliff (partial), Donna Allard (partial), Mike Matylewich, Loretta Brenner, Ryan Bellmore (partial)

Nominating Committee: Don Ratliff addressed ExCom suggesting a more formal nominating committee to assist the Past President in broadening the range of candidates for committees and for elected office. He suggested a 6-person committee appointed by the President, with overlapping membership terms of two years. The committee will start as an ad-hoc committee. The Past President will serve as chair of the committee, consistent with the bylaws. It was moved and seconded that the President select a Nominating Committee of six people (three to serve for one year and three to serve for two years). In future years three member will be appointed for two-year terms after the annual elections in each year. The Past President will be responsible for maintaining a list of potential officer candidates. Motion passed. Loretta Brenner will make a sign-up list for potential committee members for the Annual Meeting. Don Ratliff volunteered to join up for the first round. The Administrative Handbook will be revised to reflect this new committee structure.

Minutes: The September and November minutes will be approved on the February 11 conference call. Changes to the December minutes are to be sent to Mike Matylewich. Mike will send final revisions by February 4 for final comments. It was recommended that drafts contain information on when they were last revised.

Work Plan: Barry McPherson noted that the proposed bylaw amendments change the work plan term such that a new Work Plan is needed May 1. After some discussion Dave said he would draft a Work Plan for May 1 through April 30 if the bylaw amendments were approved by the Chapter. Mary Buckman suggested that the work plan process, including dates, should be described in the Administrative Handbook.

Treasurer's Report: Mike Matylewich reported that the current checking account balance was \$13,247.05 and that the Columbia Fund account balance was \$62,487.77. Mike will prepare a financial statement for the Annual Meeting. Loretta Brenner will send Mike a copy of last year's statement as an example.

Website: Mary Buckman reported that the Chapter signed up for two years with One World Hosting. Mary will send receipt for hosting fees to Mike Matylewich. Oraf.org is the domain name. Dave Ward commented that his screen was unable to contain the web page. Donna Allard said that had to do with the pixel screen setting and that she will change resolution to accommodate more users. Dave also mentioned the need to add the student subunit representative to the list of officers. Barry indicated the Vice-President should be listed as Resolutions and Bylaws Chair. The consensus of ExCom was that the website looks good and Donna was acknowledged for her work. Mary will add a

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message to current website directing users to the new website starting March 1. Donna will serve as webmaster and comments on the website can be sent to her.

Brochure: Donna Allard requested different pictures that are more action oriented. Mary Buckman requested the latest copy of the brochure in order to review the text. The brochure will be approved on the February 11 conference call.

Mining Paper Status: A cover letter for the comments on the USFWS mining white paper for the Chapter will be drafted. The comments were previously sent to ExCom for review; comments were approved.

2004 Annual Meeting: Doug Olson reported that the program was sent to Loretta Brenner. Biographical sketches are still needed for plenary speakers. Conveners were contacted with final instructions. Doug will contact Peter Lofy (BPA) about cover art for program. Comments on the "program at a glance" need to be to Loretta by Thursday.

Molly Webb reported that the site visit was successful. Molly reviewed a checklist for the Annual Meeting. Dave Ward will bring extra extension cords and other audio-visual accessories. Dave will send an e-mail to Molly confirming the contents of the accessories suitcase. Coffee will be added first thing on Thursday morning from 7:30 - 8:30. Cost is \$265 for about 250 servings. The program currently has 8:00 AM for Thursday coffee. The vendors for Carl Schreck's telemetry workshop have asked to stay and display products during the meeting. They need tables, which will be free of charge. Vendors will be charged if they want to participate in additional activities. The vendors need to register but will not be charged the registration fee. Doug Olson, as program coordinator, has final authority on comps. Sunriver requested using tickets for beer rather than cash at the banquet. Volunteers will be needed to sell tickets. Tickets will be made available at the registration table. Doug will bring a backup overhead projector. Troy Baker will be responsible for bringing poster boards. Molly, Dave and Doug will talk about recruiting mentors for Match The Hatch. Four suites are being comped to house student volunteers. Two guest rooms are reserved for plenary speakers. Five additional guest rooms are also being held. Student volunteers will use two rooms. Student scholarship winners will be offered the other three rooms. A photographer is needed for the awards presentations at the business lunch and the banquet.

Student Volunteers: Barry McPherson reported that the need is for 33-35 student volunteers and that he has interest from 48. AV training needs to be arranged. Barry hopes to develop assignments next week. Five volunteers are needed for preregistration due to lack of returning volunteers. The raffle/auction will use volunteers, including regular members, to sell tickets.

President's Lunch: All but one of the living previous Presidents and Fishery Workers of the Year were contacted. Many of the participants were excited about attending. Some are registering for the entire Annual Meeting.

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Auction: A local professional was hired to be auctioneer for \$150 and dinner. Auction items are starting to come in.

It was suggested that the Chapter send out a letter in advance to agencies to encourage attendance at the Annual Meeting. It was reported that ODFW had already established a policy on meeting attendance.

2005 Annual Meeting: The meeting will be February 16-18, 2005 at Oregon State University in Corvallis. The contract is signed. A deposit is required in March.

Bylaws: Barry McPherson reported on the status of proposed bylaws changes. Barry is checking with officials at the Western Division and the parent society. There is no problem with changing the definition of a quorum. There may be a problem referring to the student group as a unit. Officers elected at the Annual Meeting get to vote starting September 1. The September 1 starting date needs to be reflected in the bylaws. It currently only appears in the Administrative Handbook. A motion was made to clarify that officers elected at annual meeting officially begin terms on September 1, but are encouraged to provide input at ExCom meetings after being elected. Motion passed. The Administrative Handbook will be changed, as appropriate.

Chapter of Year: The application is due in May. The application process will be discussed at the April retreat.

Work Plan: An item to support the student subunit will be added to the work plan.

Governor Kitzhaber: A meeting to present former Governor Kitzhaber with an award from the Chapter will be March 10 at 11 am in Portland. Dave Ward and Doug Olson plan on attending. Other ExCom members may also attend.

Mussel Symposium Funding Request: Jen Stone asked for Chapter support for a Mussel Symposium. A decision on support will be delayed until the February 11 conference call.

April Retreat: The retreat will be held in early April. The location will be in Hood River. ExCom members should send their available dates to Dave Ward.

Fishery Worker of the Year: Four nominations were received. The nominating committee will review the nominations. The nominations could serve as a pool for the award in future years.

Western Division Annual Meeting in Salt Lake City: President Dave Ward will attend the meeting and the Western Division ExCom meeting.