

FINAL MINUTES – Approved November 16, 2004

ORAFS EXCOM Meeting  
September 22, 2004  
Conference Call Minutes

Attendance: Doug Olson (President), Dave Ward (Past President), Barry McPherson (President-Elect), Laura Tesler (Vice President), Molly Webb (Internal Director), Tom Friesen (External Director), Mike Matylewich (Secretary-Treasurer), Loretta Brenner (Administrative Assistant)

2005 Budget – The projected budget was approved at last meeting. The projected budget was reviewed. Projected costs are based on previous experiences. The Annual Meeting budget details are tracked separately. The budget items are organized by work plan objectives. A new feature of the budget is an encumbrance section. The main source of income is the Annual Meeting registration fees. Parent society provides income chapter dues and a rebate. The 2005 projected Annual Meeting revenue was based on an estimate of number of attendees. Molly Webb reviewed projected 2005 Annual Meeting costs. The 2005 Annual Work Plan was also passed out.

Brochures – The brochures are now available. Doug Olson currently has the copies. There is a need to discuss future distribution. Loretta Brenner will develop a list of potential recipients. Barry McPherson recommended posting a copy of the brochure on the website.

Treasurer's Report – No checks written in the past month. The checking account balance is roughly \$17,000 and the Columbia Fund has about \$62,000. Mike Matylewich will work on changing the signers on the checking account to reflect change in President. The low interest rate on the money market fund was discussed. A motion was made for an ad-hoc committee chaired by Mike Matylewich and including Dave Ward and Laura Tesler to develop an investment policy for review and approval by ExCom. Motion passed. The committee will seek outside advice as needed.

Minutes – The July and August minutes were reviewed. A motion was made to approve the minutes as amended. Motion passed.

2005 Annual Meeting Update – Concerns about the room bloc requirement were discussed. The cutoff for the hotel room block is January 14, 2005. Also being considered is including the banquet cost in the registration to encourage local attendees to participate. Parking for attendees will be free.

Barry McPherson presented an update on the program. Former Governor John Kitzhaber is scheduled to speak at the plenary, but he needs to leave by 1:00 pm. The plenary will start at noon. An informal box lunch will be available prior to Governor Kitzhaber's talk. A plenary speaker will start each day (8-8:45am). John DeGraf will probably show some videos and he may bring books to autograph. Barry is exploring potential speakers

on global climate change. Suggestions for potential speakers included Nate Mantua and Alan Hamlet from the University of Washington Climate Impacts Group. In order to accommodate the daily plenary speakers, morning sessions will be shorter than usual. Mary Buckman is helping organize the technical sessions. Abstracts are due on November 29, 2004. A draft program will be in the Winter 2004-05 newsletter.

Laura Tesler is coordinating the student volunteers. An appeal for student volunteers will be included in the next newsletter. Karen Wegner will help coordinate the student volunteers. The new raffle co-chairs are Martyne Reesman and Tucker Jones. Laura Tesler will also be on the raffle committee. Jen Stone is coordinating the poster session. Tim Whitesel will be in charge of the judging of papers. The amount of available space for a trade show is uncertain.

Casino night appears to be too expensive for the entertainment. Trivia night is an alternative. A band or DJ is the next option. The band or DJ could be in a separate space. A contribution from a federal agency for printing of the program will be pursued. Potential in-kind contributions will also be sought from a utility or CRITFC. A walk-through at the site is scheduled for November 9, 2004 at 10 am (changed to November 2<sup>nd</sup> after this ExCom call).

A motion was made to allow the President or Secretary-Treasurer to accept contributions for the annual meeting or workshops. Motion passed.

External Committees – Tom Friesen contacted the Committee chairs and a report of Committee activities will be prepared for the newsletter. The Committee chairs have no comments on Administrative Handbook. Comments on the state Sensitive Species List were assigned to Natural Production Committee. The Natural Production Committee is also working on comments on the NOAA-Fisheries Hatchery Policy and Status Reviews. Tom is reviewing the website updates. The Natural Production Committee is also working on comments regarding summer spill. The proposed training for the Oregon Fish and Wildlife Commission was referred to the Education & Outreach Committee to develop a plan. Contacts are Holly Michael (The Wildlife Society) and Commissioner Dan Edge. A request to review the basal requirement in the Oregon Forest Practices Act was referred to the Aquatic Habitat Committee.

Administrative Handbook: Barry McPherson, Doug Olson, and Loretta Brenner will meet and finish the edits for the Admin Handbook, then present that draft to the ExCom for review.

Western Division Business – A retreat scheduled for October 18-20 in Albuquerque. Doug Olson plans on attending on behalf of the Chapter.

Future Meeting Dates – Conference calls were scheduled for October 27 and November 16 from 10 am to noon. A face-to-face meeting will be planned for January.

Respectfully submitted,

Mike Matylewich, Secretary-Treasurer