

ORAFS ExCom Minutes for 8/22/2006

Oregon Chapter American Fisheries Society  
ExCom Conference Call, 22 August 2006  
Approved by ExCom on 15 November 2006

Present were: President Barry McPherson, President-Elect Mike Reed, Past-President Doug Olson, incoming Vice-President Tom Friesen, Secretary-Treasurer Ian Reid, Student Subunit Director Hayden Howell (joined at 1:43), Internal Director Neil Ward, Administrative Assistant Loretta Brenner.

The meeting was called to order at 1:13 p.m.

**Minutes—All**

We were not ready to approve the 1 June, 20 July, or 9 August minutes and ExCom will send Ian their edits by email by 25 August and Ian will resend out for an email vote by 31 August. The 4 and 5 May retreat minutes were converted to pdf and will be sent to Karen for posting on the ORAFS website.

Motion made, seconded, and approved unanimously to move Tom Friesen into the Vice President position that Laura Tesler resigned from. Tom would have entered the position on 1 September.

**Treasurer's Report—Ian**

Current Balances (as of 22 August 2006):

Checking:	\$ 37,980.82
Coastal Cutthroat:	\$ 12,631.11
NWFCC:	\$ 9,785.65 (as of 9 August 2006)
Savings:	\$50.18
Money Market (as of 6/30/2006)	\$65,970.93

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Ian deposited the check from the Parent Society for a member rebate for \$909 and sent Loretta the updated member list of 399 members. Checks for Loretta's three recent invoices have cleared.

No debits were received on the Northwest Fish Culture Conference (NWFCC) account last month; only deposits.

Ian talked with Mike Matylewich and he did not have a template to use for a financial report to send to the Parent Society as he did not prepare a report when he was Treasurer. Ian asked if the financial statement he prepared for AM for fiscal year 2005 would suffice, and it was agreed by ExCom that this should work fine. Ian will forward the financial report to the Executive Director for Parent Society by 25 August.

Ian also talked with Raffle and Auction Committee Chair Martyne Reesman about the AM auction/raffle budget. The framing of Tomelleri prints needs to be coordinated with the Auction/Raffle chair this year so the chair does not go over budget. Next year's raffle auction budget might also need to be increased if ExCom decides to hire an auctioneer.

#### **Administrative Assistant Report—Loretta**

She is working on getting the next newsletter out and looking into quotes for electronic registration for the Annual Meeting. The deadline for newsletter submissions is 15 September.

#### **Administrative Assistant Search—Tom**

The four candidates were narrowed to two after one retracted her application and one lacked the necessary skills. Phone interviews ensued and the ad hoc committee recommended one candidate over the other. Tom Friesen sent out a document to ExCom summarizing detractions and benefits of each candidate. One candidate has more experience and would likely be more expensive. The other one has less experience and would likely be cheaper. Discussion occurred about keeping the Oregon Chapter address in Oregon (only one of the candidates lives in Oregon). Discussion occurred about the contractor subcontracting employees and the legality of this, and also about how much each candidate would expect to be paid. There is still uncertainty over what the individual would be responsible for and what their job duties would entail. Both candidates would be available to start soon and would have to be able to start on 15 September in order to shadow Loretta. Another discussion item was hiring someone who already had a full-time job and how that person would split his/her time. The ad hoc committee will gather more information from the candidates regarding their costs and ExCom will vote on who to hire in a separate conference call before the next meeting in Salem. Tom will work with the ad hoc committee and send out a date for a conference call to the rest of ExCom during the first two weeks of September.

#### **Budget—Barry**

This item was tabled until next meeting and should be a big discussion for the September meeting. Barry will send ExCom a revised draft budget in the next week or so.

#### **2007 Annual Meeting Planning--Loretta**

ORAFS is considering going with electronic registration for the 2007 meeting. There is no software to borrow from the Parent society, so we will have to select a vendor. Potential vendors are 123signup, Cvent, and Auctionpay from Portland who would also be able to set up the raffle/auction on attendees' credit cards.

A motion was made, seconded, and passed unanimously to implement electronic registration for next year's AM. Loretta will get quotes from at least three vendors,

including potentially the OSU online registration service. She will send out the requests for quote this week.

### **Registration Fee Changes—Barry**

Do we want to increase our registration fee at the AM to cover increasing costs? Discussion ensued about the need to keep registration costs down (part of the goals of the ORAFS investment committee) and not just making money off members and then not having anything specific planned to do with these funds. One option was to raise the nonmember fees while keeping prices low to members. A motion was made, seconded, and passed unanimously to raise the member rate for the 2006 Annual Meeting to \$100 (from \$98) for members and \$125 (from \$123) for non-members. A motion was also made to reduce the student fee to \$50 (from \$53) and increase it to \$75 (from \$73) for retirees. All other fees will remain the same.

### **Certification Scholarships—Barry**

Two applicants applied for AFS certification scholarships: Cory Sipher and Ian Reid. Cory received his certification in June 2006, and Ian in March 2005. A motion was made and seconded to reimburse Cory \$100 and Ian \$50. The motion passed unanimously with one abstain. Ian will write checks to awardees.

### **Western Division Planning Meeting—Mike**

Discussion occurred about procuring a gift box of Made in Oregon items (e.g. salmon, local jellies) for the 10 Western Division chapter Presidents when they come out to Portland for the planning meeting and midyear retreat. Mike will check with the airlines to see what they allow as carry-on. Loretta suggested also giving them an ORAFS T-shirt. About \$300 will suffice to cover costs. A motion was made, seconded, and passed unanimously to allocate \$300 to purchase small gifts for WD chapter Presidents in order to try and recruit volunteers from their chapters for the 2008 AM in Portland.

### **Student Subunit Report—Hayden**

The student subunit is planning their weekend trips for the fall. Hayden had a request for agency biologists to think of projects where they could use 5 to 20 student volunteers from the OSU Fisheries and Wildlife club. Oregon Trout's Salmon Watch was suggested as a potential idea.

### **Posterboard Request—Doug Olson**

A motion was made, seconded, and passed unanimously to reserve ORAFS posterboards for the NWFCC 4 through 6 December. ORAFS should submit a poster for the conference, but it needs to submit an abstract soon. Doug Olson will check and see if there is a prepared abstract and if not will prepare one.

**Upcoming meetings**

Conference call to discuss the Administrative Assistant contract and upcoming budget—  
TBA

September Meeting—Mike and Loretta have been working with the ODFW Headquarters in Salem for the 26 September meeting from 10:00 a.m. to 3:00 p.m. Mike will invite Virgil Moore and Tom will talk to Ed Bowles to see if he can attend.

The meeting was adjourned at 3:44 p.m.

Respectfully submitted,

Ian S. Reid  
Secretary-Treasurer