

Oregon Chapter American Fisheries Society
ExCom Retreat, Depoe Bay, Oregon, 26 and 27 April 2007
Final Minutes approved by ExCom on 27 July 2007

Present were: Past President Barry McPherson, President Mike Reed, President-Elect Doug Young, Secretary-Treasurer and incoming Vice President Ian Reid, Internal Director and incoming President-Elect Neil Ward, Vice President Tom Friesen, External Director Brad Houslet, Raffle-Auction Chair and incoming Internal Director Martyne Reesman, incoming Secretary-Treasurer Julie Firman, and Administrative Assistant Danielle Warner. Western Division AFS President-Elect Bob Hughes, Western Division AFS Secretary-Treasurer Dave Ward, and ORAFS Legislative Committee Chair Hiram Li were present for the evening discussion on 26 April.

The meeting was called to order at 1:15 p.m.

Minutes—All

The most current minutes posted on the web are from November 2006. Approval of 17 January minutes moved and seconded and passed unanimously. Approval of 2007 draft business meeting minutes moved and seconded and passed unanimously pending we find the school of one of our 2007 scholarship winners. Danielle will follow up and contact the scholarship winner and let Ian know. Ian will convert January and draft business meeting minutes to pdf and send to Brad for posting on the website. Approval of February minutes moved and seconded and passed unanimously. Danielle will make a couple edits to these, convert to pdf, and send to Brad for posting. We did not review the March minutes and will need to approve these during the May conference call.

Treasurer's report—Ian

Current Balances (as of 26 April 2007):	
Checking:	\$50,416.82
Coastal Cutthroat:	\$12,631.11
Savings:	\$50.25
Northwest Fish Culture Conference (NWFCC, as of 4/10/2007):	\$11,669.83
Money Market (as of 3/30/2007)	\$68,562.55

Ian has been getting familiar with the new version of Quicken. ORAFS has a new CPA who prepared our taxes for us. The 2007 taxes are ready to start preparing as soon as our fiscal year ends in May. They are due 15 September with an automatic 3-month extension until 15 December. Doug asked if we need an amendment to the Administrative Handbook to talk about key dates and responsibilities and inventory dates. Neil asked that all positions review their duties in the administrative handbook by the May meeting. Mike will revisit this topic during the workplan discussion.

All bills have been paid for the annual meeting (pending invoices from Danielle for February through April, and reimbursements to Tom for house rental and Mike/Doug for food. Dues and chapter rebate checks received from the parent Society (~\$1,700) were deposited. Ian transferred \$500 to the Northwest Fish Culture Conference account based on prior ExCom direction to support this conference.

It appears we have netted about \$20,000 from this year's annual meeting with some money still owed us from OSU Conference Services and other sponsors.

Administrative Assistant Report--Danielle

OSU Conference Services update. There are 42 people they haven't received payments from—about 20 are purchase orders and a reminder was re-sent from OSU on April 16. OSU has not been able to provide us with an accounting sheet to date. Danielle has asked for a drop-dead date and has not been able to get one from OSU. There is a two-year contract with OSU. Mike suggested ExCom following up with an apology letter to ORAFS membership regarding conference services and also possibly an independent audit, perhaps by our CPA. There are still some issues with student volunteers that need to get resolved.

Administrative Assistant Committee Report—Tom, Doug, Neil, Danielle

They had a recent meeting to discuss duties and priorities of the Administrative Assistant and give feedback on the position. A list was made of coordination points. Danielle did a very good job running the annual meeting registration desk and coordinating the meeting in general.

There is a concerted effort to get newsletter out on time. Danielle could take more creative license to add in some extra stories in the newsletter about projects and human interests relevant to the ORAFS membership. Jim Hall will still be newsletter Editor. We need to get timely submissions. The Winter newsletter deadline is one of the most critical, followed by the Fall.

Danielle is working on breaking out the Annual Meeting receipts into categories.

She will be working on the WD/ORAFS planning, assisting with the bylaws and Administrative Handbook review, and thank you letters. A suggestion was made to have an ExCom calendar for annual meeting planning so we know what is coming and what is due—could be accessible to ExCom only via our website and a password.

External Committee Report—Brad

Not much response from the ORAFS blog test, but it has only been out for a couple days to committee chairs. The issue of notification was brought up and how do people know if something is going to get posted or not. The problem with trying to send out the blog updates to general membership is you might get too many responses and have to weed

too many out. Mike suggested we keep the blog in its current form as a trial for committee chairs and ExCom only for right now. We will revisit the discussion about restructuring the Information Sharing Networks and funding the external committees tomorrow.

Brad is working with Mike Colvin to keep improving the format of the ORAFS home page. Mike Colvin will be leaving in June but he has found a replacement. Doug suggested we go in and find out what needs updated on the ORAFS site. After the end of September, our website will be linked to Western Division's for the upcoming joint annual meeting. Send Brad a list of things to change by next ExCom conference call and he will review and bring before ExCom at next call. Brad will send out some ideas of proposed edits for the website by 4 May. Doug said we need to have a clear vision of what we want our website to do.

2007 Annual Meeting Review—All

Tom: He plans on having evaluations available for the membership to review on the website. The overall approval rate of the annual meeting was about 95% (about 80 evals received). All the new stuff (e.g. meeting format, the concept of electronic registration, student-mentor session) was generally well-liked. Raffle/auction was well-received. Some of the lower marks were food quality and price and the DJ.

Doug: we need to add an abstracting service, and not expect session chairs to provide their own AV. Also, have we outgrown Sunriver? We have a one-year contract in review with Sunriver in the last week of February 2010 (The Eugene Hilton is also holding the last week in February 2010 for us). Doug suggested polling the membership and getting their input, particularly the eastside membership. Mike suggested there are other competing venues such as the River Restoration conferences that could draw members away in future years and also that there is a need to be sensitive to eastside and rural interests.

Motion was made to not sign the 2009 contract with Sunriver, start discussions with Eugene Hilton, and still look into an eastside location for 2010, and contact the ORAFS membership and let them know what and why decision was made and to ask for comments. Motion passed unanimously.

Legislative Liaison issue--All

Bob Hughes: He has been a member of the Legislative Committee for over a decade. Back when he was on ExCom it was decided they needed two things to function efficiently: an administrative assistant and a legislative assistant. ORAFS used to have a legislative assistant but it got too expensive. ORAFS used to have only about \$20,000-\$30,000 in reserve. They considered having two meetings per year with the idea of at least one of the meetings subsidizing the Legislative Liaison (LL). Oregon's political climate is currently favorable to fisheries issues. The past cost of a LL used to be about \$9,000 per year. A current quote was \$300-350/month for the next 3 months. These

liaisons also represent other science/advocacy groups and there is current money in the chapter budget to fund one. Fisheries scientists can make much more of a difference to fisheries conservation by influencing legislation than by publishing scientific papers.

Dave Ward: His first ExCom retreat was the one where they fired LL. At that time the LL wanted \$12,000 salary and that ExCom felt all the LL was doing was forwarding on info that a reinvigorated legislative committee could do. The LL also represented some environmental groups known for their litigation. Dave Ward could be supportive of hiring LL for a trial basis for one year or less.

Tom: need clear definition of what would be expected and what would ExCom would get for their \$.

Hiram: The legislative committee (LC) has no clear idea of what bills are coming up and what ones are going to make it out of committee. The Oasis bill is an example. You must be informed and stay current on the LC and people are time limited.

Bob: a LL would keep ExCom informed on important bills, however, ExCom still needs to step up with current issues and provide testimony and letters to the record.

Doug: What does the OR Chapter want to do? Do we want to be an advocate for environmental bills.

Bob: for this year recommends supporting some bills that help fish and opposing those that don't. Bob said the Montana chapter AFS has a successful lobbyist that informs them on when letters are needed or testimony.

Martyne: one of the biggest problems getting committees involved is they have no clear direction. Having a LL and a bill to testify on or provide information for would give a committee or volunteer something to focus on.

It was mentioned the Oregon Chapter helped pass previous legislation without a LL in the past.

Hiram: Annotated bibliographies are very useful when assembling info. Organizations have to be able to mobilize quickly. It is very important to be unified as an organization. Verbal testimony is relatively unimportant—letters of support/opposition for a bill or issue are much more important. Another benefit of LL is they have legal background and can decipher the legal aspects of what the bill would actually mean should it pass.

Bob: Brad needs to get member names and areas of expertise of committee members to Hiram and Bob so they can contact directly and ask if they can provide info for a bill. Then LC drafts a letter (with aid of Jeremiah) and ExCom reviews, edits, and signs. ExCom can designate someone to testify and read the letter.

Brad: If we're sharing a lobbyist with other groups we have to have to make sure he/she does not speak for ORAFS unless specified.

Dave: Think long and hard about changing the ExCom structure for what may be passing issues. Ask yourself about what you have gained from the LL at the end of 3 months and what the Oregon chapter got for its money. Make sure if you adopt, you call it a LL not a lobbyist.

Investment strategy with Western Division--Dave Ward and Bob Hughes

WD has started an endowment fund and there is an opportunity for other chapters to join. In Feb 2002, WD started a separate investment fund with the goal that the annual interest will be used to fund external grants. In Nov 2006, WD let other subunits join. Currently there is \$118,000 in the fund with about \$90,000 in mutual funds, \$22,000 in individual stocks, and \$6,000 in cash fund. No guidelines exist on requiring socially/environmentally responsible funds for investment. During the first year the fund lost 10,000 but the average return rate since 2002 has been about 8%/yr; without the one bad year the average return is about 14%.

If a chapter invests they write a check to WD, and their investment committee invests and you get out later what the percentage is at the time you put in. When WD profits get up to about \$200,000 they will withdraw enough to fund their grants. Henry Booke is the main person on WD investment committee; also was the lead for the parent society. Mutual funds have returned between 10 and 15% per year. There is no minimum contribution to the funds but Dave suggested \$1000 increments with long term investments (no daytrading). There is a contract received when you contribute money to the fund.

2008 WD/OR AFS Annual Meeting Preparation—Neil and Dave Ward

Several sessions are already planned for the 2006 meeting. A second walk-through was conducted at the Double Tree last week. The plans are for 10 concurrent sessions. An open jam session on Monday night is planned. There is the potential for 64 posters and we have enough room for the posters. Oregon Chapter business meeting is currently planned concurrent with a plenary speaker. 600 attendees is the goal, 400 is the break-even point. Bob Hughes proposed that late abstracts pay a late abstract fee. An abstracting service is being considered. An Oregon Zoo social with private tour is set up with raffle and buffet banquet until 10:30 p.m. We will have to get liability insurance. Thursday and Friday will have a restoration workshop to attract local vendors. Efforts will be made to accommodate spouses of meeting attendees with tours and other options—looking into a “hospitality room”. We need to start promoting the annual meeting in Piscatorial Press. Following the Parent annual mtg in September 2007 we will do first call for papers and get to the WD webmaster. Need to get artwork and should have at least a draft of the poster in place for the San Francisco meeting in September. This might be unrealistic but Martyne and Danielle will talk to potential artists they know.

Hiram would like to host a modeling workshop at next year's AM. Another workshop proposal is for lamprey field identification.

Dave outlined a general proposed budget review based on amount of people attending. He has a request in to Columbia sportswear for promotional goods. We need to tie down as many of these expenditures as possible in order for Dave to get approved by WD ExCom. There is the chance to increase vendor fees. Doug: is it realistic to expect these types of numbers for workshops. There was a proposal to survey ORAFS members to see what types of workshops the membership is interested in. Clackacraft is willing to donate a boat to the raffle/auction at cost (~\$5,200). Not sure if we would be able to sell that many tickets. Dave is willing to get rid of the line item for mementos on the WD budget. Abstracts will be on CDs and will save on printing costs and there will be hard copies available at the desk to preview, plus attendees can download and print ahead of time on their own computers.

Meeting adjourned at 9:30 p.m.

Called back to order at 8:10 a.m. without Dave Ward, Bob Hughes, and Hiram Li.

2007 Annual meeting income—All

Neil will send Ian a filled out table of the itemized hotel bill. Ian needs to add in \$4,000 donated from USFWS and Danielle will follow up with the \$750 payment from USFWS and from River Design Group. There was one vendor at the AM who was there for part of the time but did not pay. OSU Conference services still owes ORAFS ~\$3,000 and an accounting sheet. With these changes the annual meeting will come in at about \$24,000 in profits which is about 80% of the predicted \$30,800. The difference can be attributed to the money paid out for OSU electronic registration, time spent dealing with OSU, and low workshop attendance.

Review of 2008 annual meeting budget and workplan—All

In the workplan or administrative handbook we need to add in dates for secretary-treasurer and taxes and contact info. ExCom members should review their position in the administrative handbook to discuss needed position changes by May conference call. Ad hoc committee of administrative handbook review is Doug and Neil.

A motion was made, seconded, and passed unanimously to hire a LL for 3 months, not to exceed \$1150 for a trial basis to convey info to LC and ExCom but not represent us. LL's position will be identifying what the bill means and when and where to act and potential partners (e.g. ODFW vs. Native Fish Society) and what bills to potentially support, ignore, or oppose. ORAFS President will be contact and responsible for administering the contract and ExCom will review before the contract goes out. The contract must spell out that LL does not represent AFS meaning he/she does not mention our name in any public setting. We must make clear that we handle advocacy of issues through a science-based approach. The LL's position should focus on the AFS mission statement.

Discussion ensued that this was a good value and the point of contact and process needs to be clarified in the contract.

External Committee discussion

Need to make sure this process of managing the LL is spelled out in the Administrative Handbook. All ExCom needs to have current copies of the administrative handbook. Danielle will mail out to members.

Brad will copy info from the Administrative Handbook on how the process works and send out to Mike.

Doug suggested the LL position potentially morphing in the future to an issues liaison that would find issues around the state that directly affect ORAFS. Could have a better chance of getting member activism than current condition with low committee turnout. The currently hired LL could forward on legislative issues to respective committee chairs to get them involved.

This will be a 3-month trial run and will be using the current administrative handbook for guidance.

Motion approved and seconded and passed unanimously to disband Information Sharing Networks (ISNs) for lack of participation and remove references to ISNs in Administrative Handbook and turn the lists of ISN members to appropriate committee chairs.

At this time a closed door executive session began to discuss the administrative assistant contract and other issues. Steve and Darlene Morrow were the homeowners of the vacation rental we used.

Meeting was adjourned at 3:33 p.m.

Respectfully submitted,

Ian S. Reid

Secretary-Treasurer