DATE: May 1, 2009

TO: ORAFS ExCom

FROM: Shaun Clements

SUBJECT: Draft Minutes for the May 1, 2009 ORAFS ExCom Meeting

Neil, Doug, Christy, Martyne, Jeremiah, Demian, Rich, Shaun present.

WDAFS nominated ORAFS for chapter of the year. Results will be available in July

Registration:

- ExCom agreed to maintain 123signup. Shaun will add fields for donations and vendors and include a check box for mentor (yes/no).

- ExCom identified a need to have an annual meeting point of contact for the onsite registration desk and materials. It was agreed that the Secretary treasurer could fulfill this role given s/he is most familiar with 123-signup and necessary follow-thru.

- Could use students for packing envelopes prior to the annual meeting (e.g. a one day work group).

- Meet with students ahead of time to train on registration systems

- Registration also requires a full set of people on the Wednesday, as well as 3 computers, and a printer to enable faster printing of name tags. Shaun will also investigate linking the db to 123 so we can print nametags more rapidly

- Secretary/treasurer will manage signup on Wed during busy period

- Registration support: Melissa will not be invited back, but Angela may be -- Doug will check

Deleted: Angela may replace

Deleted: -

- there was too little ExCom presence at the front desk in 09 by officers. Recommend having a signup in 2010 so at least one ExCom is at desk most times.

Printed materials:

- It was agreed that ExCom should begin to look for a "publications manager" to layout and publish the newsletter, annual meeting program, assist with website content and updates, listserve announcements etc. Neil and Heather will continue for 2009-10 but a new arrangement or person should be ready for the annual meeting program.

- Doug suggested we could investigate using a consulting firm for editing services. Neil would prefer to have money going to scholarships. Doug suggested this might allow us to focus on other tasks-prevent burnout of ExCom. Neil would like to investigate using volunteers first then maybe look into private firm. The topic was tabled for discussion at subsequent meetings

- Artwork/photo credits: Rich reiterated that ExCom needs to ensure that donated artwork is properly handled and correctly attributed to the artist.

Students

- The general feeling was that we had too many volunteers in the past year. Do we cap volunteers? Doug believes we should provide free registration, workshops, rooms etc. Neil suggested that we offer registration for cost of lunch but everything else free

- In 2010 it was suggested that we look for a liaison from OSU to work with the VP. Doug suggests we ask these two to provide proposal for getting students to the meeting, costs, free stuff etc. ExCom provided the following guidelines to start the process:
    - Chapter provides 6 rooms.
    - Try to keep registration under $20.
    - Late fees-no free room.
    - Need to determine whether free attendance etc is linked to volunteering.

- There was general agreement that the Student Representative should be in charge of recruiting students and organizing volunteers.

Deleted: ExCom agreed that
Deleted: participation
Deleted: 8
Deleted: an identified
Deleted: person
Deleted: make
Deleted: Ideally there would be a 1 yr overlap so
Deleted: can train the incoming person in preparation of th
Deleted: ,
Deleted: e credits for any artwork are

- With regards to the 2009 meeting, OSU was supposed to cover one room, F&W club would cover another and other folks cover 3 rooms. <mark>Someone (who) will look into getting this money refunded.</mark>

Student/Mentor session.

- Most thought the 2 hr session was too long, however 1 hr is too short. The VP will look into the structure and length-may consider speed dating approach.

- Many mentors felt that the students were not prepared. However, there is not much ExCom can do to prepare students-consider asking students to bring 3 questions.

Workshops:

- The following topics were proposed by ExCom for the 2010 meeting: Technical writing, PIT tagging, Fish culture, Taxonomy, and GIS follow-up.

- Doug suggested that the Education/Outreach committee could develop workshop proposals with the President Elect. Doug also bought up the idea of having a multi-topic workshop. This would take the form of several stations that make short presentations on topics of interest to the membership, e.g. dry suits, PIT tags.

- ExCom also discussed the possibility of hosting an off-season workshop.

Plenary and concurrent/poster sessions

- ExCom agreed to having a single plenary speaker with a presentation that doesn't exceed an hour in length. In addition, it is desirable to have the plenary speaker stay for week to interact with members.

- The conference should have 4-6 concurrent sessions. People appreciated the diversity in the 09 schedule so it would be good to replicate this in 2010. Given the negative impact on competing sessions any wet/wild type session should be stand alone. ExCom also agreed that the culture session should be earlier in the program to encourage more participation and re-establish the links with fish culturists.

- Awards lunch: There was considerable debate over whether the awards should be presented at the lunch. In general, there was agreement that the majority of members are present at this time so we should continue to

present awards here. ExCom also debated incorporating the business meeting into this forum.

- Doug suggested we could publish much of the material online or in the program to facilitate a faster meeting. The published material such as Committee reports, Treasurer report, and Presidents report would not be covered at the business meeting to free time to focus on the Top five achievements.

  Under this scenario ExCom would aim to present the awards during lunch, close lunch with the past presidents award the conduct a 30 min business meeting

Scholarships and professional awards:
- Mindy would like to have online applications for professional awards. Scott is also working on putting scholarships online

- Award deadline should be established at least 2 months out from meeting to provide sufficient time to process the awards.

- Doug would like ExCom to write a thank-you letter to Scott and Rebecca for organizing the scholarships in 2009

- ExCom would also like to formalize the point person- for scholarships.

Raffle/Auction/Sales

- ExCom would like to avoid the conflict that occurred at the 2009 meeting. Martyne proposed that the silent auction is stopped when there is any concern and becomes an oral auction.

- ExCom agreed that the oral Auction should consist of 10-15 items.

- Kristle suggested that the student liaison run the sales table and organize students. Sales table may be open for a couple of hours per day. Maybe have Ray Troll shirts with AFS logo. As in previous years the VP will be in charge of purchasing items for sale and overseeing the operation.

- Admin asst. Refer to earlier discussion. Doug and Neil will talk to contacts to try to share the load.

Hotel Negotiations

- ExCom agreed that Neil and Martyne will continue to talk to River house to get the best deal.

2010 schedule at a glance

- Tuesday workshop: Rich asked whether we should have a social after the workshop. General consensus was "yes" provided the presenters supported the idea.

- Sessions: Encourage diversity-use students to chair sessions. Encourage ExCom to be involved in choosing sessions. Committee chairs will be encouraged to chair sessions. Suggested topics included:

- Streamside restoration
- Fire and fish

- Vendors: The vendor display will proceed as usual. Vendors have a great location at the Eugene center.

- OSU/ODFW mixer: ExCom will give feedback to Charlie. In general the feedback was negative. ExCom would also not support having any mixer concurrently with the poster social

- Times will remain same for socials, poster session.

- No spawning run due to the extra cost for insurance.

- Business meeting/Awards lunch will be 1.5-2 hrs around midday on Thursday

- Off-site tour was successful.-maybe reach out to McKenzie watershed.

Legislative liaison

- Neil hasn't had any communication from Moskowitz and in general there has been very little communication...possibly due to issues with the first payment. Heads-up haven't been timely, occurring either the morning of or evening before comments needed. This may be because of the system in Salem as things change quickly.

- Jeremiah hasn't had the interaction expected. However, he expects that he may be able to meet with committee chairs in off season. This might allow us to provide info while the bill is being drawn-up rather than comment on the back-end.

- On the positive side, the process has yielded a list of (10) items that we can comment on (presented by Jeremiah).

- Doug questioned how we would respond to these without getting into the meat of things. Given our diverse membership, we might want to come up with more general statements. Doug was also interested in a mechanism to find out background for these bills.

- Moskowitz has suggested having people available for committee meetings would be very useful.

- In response to one of the interest items, Doug suggested we develop a white paper on large woody debris using the external committees as a test of the system. Then look into a workshop on invasive species with other groups. The workshop would be required to produce a white paper.

- ExCom discussed using the liaison to guide our involvement on issues. The chapter could focus on issues that are 1-2 yrs down the line so we can generate positions statements-canvas members and provide input that synthesizes the memberships position.

Website updates. Several aspects of the website need to be updated to reflect post-meeting conditions, like new award recipients. The annual meeting website can be re-worked for 2010 content -- Rich said it worked best for him to make changes in word documents, then email to Kara for uploading to the site.

Deleted: M

Deleted: post

Deleted: website manager

Deleted: Also highlighted that the new awards need to be updated

Doug-Restructure, Restructure, Restructure

Meeting Adjourned 5:10