



DATE: 5/19/10  
TO: ORAFS ExCom FROM: Demian Ebert / Rich Grost  
SUBJECT: Minutes of ORAFS ExCom meeting, 4/14/10, 0900-1530, Eugene Hilton, Oregon

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Attendees: Shaun Clements, Colleen Fagan, Shivonne Nesbit, Rich Grost, Jeremiah Osborne-Gowey, Neil Ward, Demian Ebert

0920 – Rich Grost called to order. Discussed meeting logistics, personal updates, reviewed agendas, Changes to contact information –updated online no additional changes to contact information were presented.

0930 – The contract language proposed by ORAFS are acceptable to the Eugene Hilton (Joel). This includes corkage reductions, complementary rooms, and 30 days during March 2011 to revise contract.

The Executive Committee discussed the responsibilities for signing contracts. Neil Ward indicated that in the past the Internal Director signed these agreements. After some discussion, it was generally agreed that it was best if the if President signs agreement. Rich Grost indicated that this was best because this one agreement is the single biggest financial commitment that's made in any given year and the President has the longest tenure on the ExCom. Neil indicated that the internal director should remain directly involved in contract development because they will actually be working directly with the hotels.

0941 – Plan of Work and Budget

Work Plan

Goal 1: Generally on track with first Task

Did VEMCO reimburse us for room charges etc associated with their workshop?

**Action Item: Figure out bill for VEMCO so we can invoice them (should be about \$350).  
Demian/Neil**

Western Division Meeting – Discussion of Western Division Meeting. It is not ORAFS' turn until 2016 although the process is somewhat undefined. Question regarding the process for solicitations for Western Division. Western Division ExCom takes proposals every fall.

Goal 2: Advocate – basically committee structure is working. There could be some improvements to activation and response, but the structure is relatively sound. Meeting planned for last week was canceled, but has been rescheduled. (Mtg 4/15 to discuss hatch boxes, hatchery practices, NFHCA , leg liaison etc).

Goal 3: Forum involvement – Involvement is highly variable depending on volunteer availability – should continue to consider opportunities as they arise. (e.g., Conservation leaders forum participation should continue)

Jeremiah asked whether ORAFS should participate in public comment periods. Rich said probably not unless Chapter has an official position on the specific issue. ORAFS policies are meant to be considered at a higher level and with more weight than general public comments.

Goal 4: Development of Professionals – The Chapter has continued to sponsor students, professionals, and others to attend other meetings, including the WD AFS student colloquium etc.

**Action Item: Consider including routine sponsorship of a student to attend WDAFS student colloquium in annual budget**

Discussion of budget cycles: ORAFS is May 1-Apr 30; doesn't match officer terms. Was it patterned after national AFS? Also discussion of adjusting terms of office to allow more overlap and synchronize with the budget and annual meeting cycle – e.g. change officer terms to be May 1-April 30.

**Action Item: Discuss budget cycle and terms of office for ExCom (Neil to provide history, Put on agenda for next ExCom call)**

Goal 5: Maintain membership

Goal 6: Investments - Standard is to have 2 years of operating capital and 5-year investment plan is supposed to be developed. Previously this was decided to be \$50,000. Investment tools remain somewhat limited.

**Action Item: Revise OR Chapter handbook (summer 2010)**

Review of 2009/10 Budget as of 4/13/10:

Hardcopy handout of administrative budget provided

Core costs \$5148 under budget as of 4/13/10. Largest savings was from layout and publication of piscatorial press. Recruitment of Allison Evans as volunteer resulted in this savings

Goal 1: Budget \$16571, spent \$13072

**Action Item: Shaun needs addresses for grant E&O winners (Jason)**

**Action Item: Shaun writes the checks**

**Action Item: Prepare cover letter for award (Rich)**

**Action Item: Send draft cover letter to Rich (Shaun)**

Sponsorship of non-ORAFS projects has been lower than projected; only spent \$500 on beaver conference. Discussions about decisions to sponsor upcoming conferences.

Goal 2: Budget \$4000 spent \$600

Discussion of Legislative Liaison Status: Confluence Consulting has dissolved and been released from their contract with ORAFS. Chapter may not ever see another invoice from Confluence for remainder of services. Question about reimbursement of mileage for annual meeting (Rich: included in annual meeting budget). Jeremiah will clarify whether CC will bill for any services or reimbursements, and clarify his own reimbursement request.

**Action Item: Shaun to send email back to Jeremiah so Jeremiah can split mileage if possible**

**Action: Jeremiah to remind committee chairs about availability of funds for reasonable approved chapter expenses.**

Goal 3: Budgeted 1500 spent 1099

Question about t-shirt funds and inclusion in general funds versus the annual meetings? Pulled from AM because it's more about visibility of the chapter rather than making money at the annual meeting.

Nesbit: Could increase t-shirt line item because we sold everything.

Jeremiah: Discussion of outreach videos, etc and funds should be rolled into next year's budget. May need more funds depending on success of effort

Ongoing discussion of website redesign (shelved for later this afternoon).

Goal 4: Budgeted \$17700 spent 14495

Discussion about winners of best papers in relation to scholarships. Apparently there was a misunderstanding from students about how the winners of best paper may not be able to apply for scholarships. There is no such rule.

Discussion of awards levels. There have been comments from membership that recognition may be more important than actual dollars associated with an award for students. Also discussion about why level of participation was higher in 2009 vs 2010. The debate is if there should be more scholarships with less money as opposed to only 1 in each category with substantial money.

Nesbit: online system for scholarship application might help (Heppell has a line item to support this).

Still need to figure out how to pay student memberships for winners. Perhaps just add the extra \$20 student registration fee to each scholarship check (and trust that they join?).

**Action Item: Discuss how to streamline registration for National membership for student winners.**

Goal 5: budget 2500 spent 1907

Bottom line: Core savings about \$16000 as of 4/13/10

Income:

Total gross Budgeted \$31399, Actual \$54182,

**Net Income/Deficit: Budgeted -\$18,494, Actual \$21,165, income \$7,167** Note: Numbers are somewhat preliminary and need to be verified and checked.

Jeremiah suggested increasing 2010/11 annual budget for legislative liaison and audio/video budgets (E&O committee). Legislative liaison proposal solicitation will give us a better idea of what size of budget we should anticipate. The audio/video budget will likely need to be increased if we decide to move forward with creating educational videos.

Agenda Item 2 #3:

Reasons for OR not winning Outstanding Chapter of the Year. Washington BC Chapter (WABC): played 2 cards we did not have: 1) rising from the ashes of a defunct chapter to a total of 886 members; and 2) the efforts of planning the 2011 National AFS meeting in Seattle. ORAFS has a larger annual meeting compared to WABC. WABC used our application format but did a better job of being thorough in their descriptions of specific tasks and how each goal was achieved. The ORAFS Education and Outreach grant program should have been \$20,000 and broken down into separate line items to describe each project awards. WABC professional stature is achieved by providing free workshops to get certified professional fish biologists. Apparently they work through process instead of providing funds. WABC did a better job in the visibility section. Public policy had a good description of actions. ORAFS could have expanded and provided detail of what was actually done.

Nesbit: Professional registration is very important in BC and could be driving some of these numbers.

Jeremiah: What should we be doing to be more competitive? More workshops and trainings will help. One challenge will be to retain our large membership as the WABC Chapter rejuvenates next door.

### **ITEM 3: Annual Meeting 2010 Redux**

Sub 1: Riverhouse addendum for 2011 was signed by Rich after review by Neil, Demian, and Jason -- no changes from the original contract numbers.

For the 2010 annual meeting, there were 23 comment forms completed and turned in. A summary follows:

Numerous comments about excellent various aspects of the meeting (plenary, sessions, variety of talks, beer, socials, etc)

Summary of major issues

1. Comments regarding jam session and lack of danceable music (several). Suggestion to move to poster social and add a DJ after the banquet (couple)
2. Overpriced banquet (one) couple of others about food quality
3. Quality and diversity of presentations has declined (one)
4. Hard to see/easy to see (one each)
5. Searchable database of abstracts (couple) wanted it at registration desk?
6. Wet and wild competing with concurrent sessions
7. Session on 12<sup>th</sup> floor (one)
8. Too fast a raffle, limited number and quality of product (couple)
9. Bad beer/good beer (few/many)
10. Lack of abstracts in program? (two)
11. Posting time for agenda in relation to early registration cutoff
12. Adequate room size (not?)
13. Loud train at Eugene (one)
14. Poster rows too close together
15. Poor workshop descriptions
16. Moderators time keeping

Suggestions to address some of the issues presented above:

1. Business meeting before lunch instead of after?
2. Move jam session to poster social and DJ for the post-banquet
3. Improve the look of the website
4. PDF titles and authors as soon as they are done. Post on-line abstracts as soon as they are accepted too

2011 annual meetings: Suggestion and discussion regarding Don Chapman as plenary speaker.

Potential Themes

Managing through science not emotion

Changing times, changing minds

Changing minds in changing climates

Crossing borders, boundaries, and barriers

Discussion of increasing crossover with The Wildlife Society (TWS) Joint meetings with TWS have occurred, but the reviews were mixed. There has been numerous conversations with TWS liaison and ExCom regarding how to increase participation at respective meetings. Discussions continue. ORAFS has started discussions with TWS about crossover and joint offseason workshops with TWS. Fish people liked having joint meeting. Takes time to plan.

Discussion of ODFW/OSU mixer for the 2011 meeting:

Charge for bartenders, corkage, etc. setup, room rental, etc

Save our Wild Salmon may request same thing. Put in same timeslot?

#### ITEM 4 Additional Workshops

##### Salmon in the City:

Ebert presents theory and concept behind SITC. The session at the annual meeting was well attended and generated interest from the City of Portland to sponsor a similar event. The workshop would likely be more accepted if it was ORAFS sponsored. Current plan is to have a one-day workshop with similar set of speakers from the annual meeting. Target audience is middle-management and decision makers. A proceedings would be prepared. Event likely to happen in Portland in Oct or Nov 2010.

Step 1. Create a SITC Comm (Neil Ward, Demian Ebert, Mike Reed, Shaun Clemens)

**Action Item: Figure out what City of Portland's contribution would be.** Room rental may be the largest single cost.

A discussion followed regarding about the potential of spinning this event into a larger west-coast or nationwide event. The issues of salmon and urban areas is not limited to the northwest, or even just to salmon. The plan as of this date was to do the planned one-day workshop this fall and potentially ramp it up in a couple of years for a larger multi-day nationwide or international event, and/or possibly run it as an ORAFS event in association with the National AFS meeting in Seattle 2011?

**Resolution: President Grost Authorizes the President-elect to convene a planning committee for purposes of running an SITC meeting in fall 2010.**

##### Other Workshops:

Jeremiah: Legislative science and policy workshop to convene scientists and policy makers to evaluate the disconnect between groups. Goal would be to provide connection to policy/science and improve relationship with state/fed legislature staff. Will be talking about with next Legislative Liaison about this event. Would like to do (early feb/late jan). Paid registered workshop. Unlikely that it would compete with our annual meeting. Not expected to require substantial involvement from ORAFS ExCom. Probably still feasible even without an existing contract with a liaison. Presentations would be new understandings in aquatic science. Four or five main topical areas with 20-30 min talks per topic, then the same sort of thing from the legislative people. Crossover with TWS is possible. The TWS board is excited about it.

Off season workshops should not cost the chapter, must control costs and at least break even.

Suggestion that the workshop planners first identify the issues and topics that are the most important for the legislators. So we provide them with information they need in the coming months. This kind of workshop is something that ORAFS could provide on a regular basis. Audience would make facility available and ORAFS would provide the speakers. Identify questions from audience before ORAFS people arrive.

ID requirements from the chapter. Proposal from committee with specifics. January 2012 pre-session.

Chapter requirements: Registration, experts for presentation of fish biology, etc.

**Action Item: Jeremiah to flesh out process and goals for workshop with Legislative Committee and bring proposals back to ExCom**

Wind and Wave Energy Workshop

TWS put on a well attended wave energy workshop year and a half ago as part of the TWS annual meeting. This could now probably be combine with wind energy. Is there need for a workshop on how to assess impacts of these projects? Discussion about timing for this kind of workshop; this fall seems too soon, so perhaps next year and potentially a joint workshop with TWS.

**ITEM 5: Western Division and National Updates**

1: Annual meetings

Western Division in Salt Lake City: Grost and Nesbit and Justin Huff are attending including leadership training. Solicited input to Western Division ExCom mtg: List of other WD committees we can encourage membership to participate in? Rich will provide to Jeremiah.

National 2010: Ebert will be attending

2011 Seattle (Nesbit Information systems chair, Rich photography committee chair). First major face to face meeting of the planning committee is at the end of next week.

Issues: Snake River Committee is still active and are updating preamble to resolution on Snake River. Pebble Mine on agenda for next week Western Division ExCom.

**ITEM 6 Piscatorial Press**

1. June 15 is next content deadline for summer issue. Allison sending out reminders.
2. Interested in getting field notes or fisheries features input from members. Could spotlight graduate students and their projects.

Nesbit: what's the best way to solicit content for PP?

Clemens: What if one of ExCom was responsible for presenting an article.

Grost: have committee chairs present a short article about outcome from last annual meeting (or another feature on relevant subject). Gave Allison permission to use the listserv to solicit content from membership for PP.

**ITEM 7: ExCom UpDates**

1. Past President: No updates
2. President: No updates beyond what's already been provided. Hilton provided signed contract for 2012 annual meeting (1340)

**Action Item: Email Ebert budget spreadsheets from 2009/2010**

3. President elect: Will mail CD to Fagan with annual meeting files. In the future there will be no free workshops for students, since many failed to show up for workshops and left vacant seats. Discussion of what fee to charge. Perhaps 50% of workshop fee?

**Action Item: Set dates for fall retreat on next conference call**

4. Vice President:

- a. Bylaws – no updates. Discussed officer timing of term starting, also removal of officers but nothing has actually been officially brought forward. Consider clarification of language for student subunit liaison and voting rights.

**Action Item: Draft text regarding relieving ExCom officer from duty (Nesbit to follow up)**

- b. Student Subunit : TWS wants to separate subunit similar to what ORAFS has been discussing. No communication between graduate student and undergrads. Meetings between interested parties to figure out how to go forward have been occurring and will continue. Changes to student subunit bylaws would be required. Nesbit has spoken to Ira (at National) regarding student subunit requirements from National – there really aren't many. Nesbit requested ExCom feedback on existing bylaws. Include language to require participation by both grad/undergrad. Create an elected board and the board then would choose a chair and determine their own internal structure. Most subunit structures are mirrored off of the chapter ExCom. The existing Fish and Wildlife Club would probably dissolve into two clubs associated with TWS and ORAFS. The Fish and Wildlife Club is so wildlife focused that there's no focus on fish.

Ebert: Suggested structure that includes multi-year positions and that actual structure doesn't matter quite as much as long as there's carryover between years.

Jeremiah: May make more sense to have them follow the AFS structure. What about FWGSA bylaws. Language to specifically include all students (all colleges/universities)

Nesbit: Thinks it should be same as ExCom because it would allow transfer into positions later on. Vision is to be an Oregon subunit. Have voting done at ORAFS annual meeting. Liaison this year will change based on changes to bylaws. Money may get moved into a separate institution and no longer be managed through OSU.

5. Secretary-Treasurer:

- a. Additional Comments on March 11 Minutes: none.  
**Action Item: Grost will accept comments already submitted and email around for vote.**
- b. No other minutes or additional financial information beyond what's been already discussed.
- c. Money from 123 will be coming in June. Still chasing two people to pay for conference. Still following up with OSU from last year. Received ODFW's money from 2009 and Wild Salmon Center's money for 2010 trade show.
- d. Current accounts are split between Umpqua and Wells Fargo. Likely close Wells Fargo soon and move everything to Umpqua. Likely into a money market checking account at Umpqua. Missing canceled check only good for 3 months, have to re-pay to re-cancel them!
- e. Investments: Hold \$50,000 in Wells Fargo as operating expenses. Open savings account at 3% which is now less than 1%. Etrade savings is closed. No additional moves have been made. Lack funds to generate interest for endowment in any fund that would preserve the capital. Recommend keeping in low interest savings, would at least be safe for now. Alternatively, put more money into WD investment fund. Lost 20% but its climbed back somewhat since then. Bylaws require 2 years operating capital in liquid



capital which is about \$50,000. Leaves \$130k-\$140k to invest which is not enough to fully endow the ORAFS scholarship funds.

- f. Taxes: New 1040EZ for non-profits. Treasurer could probably fill out EZ with all the information that's already prepared. Non-profits file 5 months after end of financial year. WDAFS is doing new EZ. Questions about who's accountable and risk.

**Action Item: Shaun to investigate taxes**

**Action: Follow-up with other CPA re cost (Ebert, Grost)**

**Action: Investigate indemnification for preparation on tax returns for non-profit**

- 6. Internal Director (vacation)
  - a. Still trying to find new historian
- 7. Student Representative
  - a. No update. Will need new student representative asap as Brett is leaving the state.

### **ITEM 8: External Director's Update**

- 1. Committee Updates:
  - a. Potential hatch box policy review sent around for review and comment. Legislation that was passed last session that directs ODFW to take into account local considerations (Rogue River especially). Local biologists on Rogue aren't in favor. ODFW has mandate, but no funding and Governor says he'd not approve funding. Will probably come back up. No action to take at this point. ORAFS might consider an updated white paper on hatch boxes (Aquaculture committee). Include topic on legislative workshop.
  - b. Hatchery Reform (in response to house bill). ORAFS participation in Native Fish task Force to consider modification to state hatchery policy. Change so hatcheries are operating on egg-take limit rather than broodstock target. ODFW staff conflicted out. No schedule.
- 2. Website Update: Topic has been discussed for a couple of years. Updated structure of officers and committee members. Need a better archived section (award and scholarship winners, past ExCom positions, etc). Following up to meet with webmaster to get ideas. Look more current in design. Would be nice to move into CSS format to allow for Flash and video. Investigating changes. Will put an AdHoc committee together to deal with the page. Page needs to be accessible for webmaster to easily update and manage. Set timeline for revisions and follow-up. Moved up in priority from the annual meeting. Work directly with webmaster to work on revisions to site based on her schedule. Could have already gone through the site and create proposed list of changes. Schedule: Suggested that the site be complete in content by end of June. Overhaul of appearance versus content. Appearance is secondary to content and function. If an overhaul is to occur, it was discussed that we could have a page built for the SITC workshop by June. If that works well, update it for AM, then for overall site.
- 3. Legislative Liaison: Moskowitz withdrew from contract and moved into another firm. Confluence Consulting no longer exists. Back to original list of names from first meeting. Most have moved on, others not appropriate. Working on a second list Steven Kafori (sp) TWS liaison. Tried joint with TWS before but it was expensive. Talked to TWS who are happy enough, but no really glowing reaction. TWS is paying \$15,000 a year. TWS has had discussions looking for others. Sue Marshall (Moskowitz's business partner). Sue is new but well connected and respected. More cost effective than others. Michael Mason Confederated Tribes of Warm Springs representative.

Jim Markee really good but suspect of how well he'd represent our interest also likely expensive. Relying on Moskowitz's recommendations to a degree. Jeremiah leaning towards Marshall then Mason if Sue's not interest. Preliminary discussions indicate that she is interested. Also talked to others with similar feedback regarding Markee and Mason. Grost: Our goal is not representation but more eyes and ears which is different than others. Marshall took over several of Moskowitz's clients including Tualitin and Willamette River keepers. Added off-season work with legislatures, developing priorities, sponsorship of bill (low priority). Jeremiah: A proposal is coming to ORAFS from Marshall by end of this week (4/16).

Questions (RTG):

Do we want to continue with the LL? Consensus among ExCOM was yes. Membership and Legislative Committee are supportive of the effort.

But at what level does the funding need to be continued? Cost to LL: \$5k would probably be ok.

**Action: Jeremiah and Legislative Committee to solicit cost proposals from Sue Marshal, Mike Mason, and Steve Kafori. Multiple proposals for same Scope of Work developed for Confluence but with new bullet points from Jeremiah and additional points Sue Marshall included in her proposal to us.**

4. NFHCA Support: Act had broad support and is currently being discussed within membership and does more support need to be found. Hiram Li has information for meeting tomorrow with Jeremiah. Grost has sent information to committee. Already sent letters to OR congressmen in September urging support – did they and do we need to follow-up further to thank or urge them? Jeremiah sent an email last week to national policy staff (Eldon Hawkes) regarding this issue. Timing of action and is it worth sending note to membership about support.

#### **ITEM 9: Upcoming Meetings**

1. Standing conference call
2. Aug 14 box sorting BBQ in Portland

1530 Meeting Adjourned