



DATE: November 27, 2011

TO: ORAFS Executive Committee

FROM: Michele Weaver, Secretary/Treasurer

SUBJECT: MINUTES for ORAFS Executive Committee Meeting, November 11, 2011 from 1500-1700

Conference Call Information: 1-866-680-0168 Participant code: 113025

Present: Michele Weaver, Colleen Fagan, Jeff Yankee, Bill Brignon, Shivonne Nesbit, Demian Ebert.

Missing – Jason Kent and Allison Estergard

1500 ITEM 1: Review

1. Introductions, life, and work updates
2. Contact Information (ExCom and Chairs)
3. Approve Previous Minutes: October 21-22, 2011 – approved, Michele will post.
4. Review Today's Agenda
5. Action Items from October 21-22:
 - a. Post September 26, 2011 minutes – Michele
 - b. \$500 check to RAFWE – Michele – Bill will hand off to Jennifer Rowe
 - c. Handbook Revisions – Demian one final review – partway through
 - d. Facebook Update – Shivonne – Michele updated, posted information, posted links
 - e. Annual Meeting Sponsorship – Colleen will send letters out at the end of this week
 - f. Annual Meeting Meal Choices – Jason - done
 - g. Contact Neal Ward for Wine Committee – Jeff/Gauvin - done
 - h. OSU Invoice Last Year's Meeting – Bill – Michele - done
 - i. Lanyards and Ribbons – Demian will inventory and order as necessary – not inventoried yet but will be
 - j. Annual Meeting Coordination Call – Jeff will send out doodle poll to schedule next meeting - yes

1510 ITEM 2: President's Report

1. WDAFS – Updates – There has been no updates since the retreat. The next conference call has been moved to November 18th.
2. Old Business -- requests and issues.
 - a. Website Updating – Colleen to work with Kara Anlauf to initiate update process. Reviewed other websites (e.g., AK AFS, ID AFS) but has not yet initiated any work to update ours.
 - b. Per Diem vs. Invoicing travel reimbursement - Colleen will discuss with Dave Ward & Mary Buckman, Michele will discuss with National Secretary/Treasurer – Colleen discussed costs to WDAFS with changing reimbursement to GSA per diem rates from receipts with Mary Buckman. Mary indicated that most WDAFS ExCom travel is by plane, so the cost associated with mileage reimbursement was not a concern. Because there had been some abuses with reimbursement in the past, additional costs for lodging and meals were not expected. To facilitate discussions, Colleen forwarded a revised spreadsheet of expenses incurred by Jeff for attending the spring retreat. The spreadsheet compared expenses with receipts versus GSA per diem rates. Based on Jeff’s travel expenses, reimbursement would be higher using GSA rates than if receipts were submitted. ExCom discussed the pros and cons of each option and whether standardized rules for using receipts were needed for reimbursement if we did not go to a GSA system. There were no strong opinions against standardizing to GSA per diem. ExCom believed standardization would make budgeting easier, and make the President and Secretary/Treasurer jobs easier. Demian moved to standardize using GSA standards. Voted – all approved. Demian will revise the handbook to reflect the change.
3. New Business – requests and issues
 - a. NWFCC scholarship requests – Ryan Couture forwarded two applications to Colleen. One is a Mt. Hood Community College student, the other is a technician at ODFW’s Leaburg Hatchery. The conference is in Victoria BC. Requests were approved for \$500 each, and Michele will send checks to recipients.

1520 ITEM 3: ExCom updates

1. Past-President
 1. Membership “Committee” Update – an e-mail is partially drafted.
 2. ExCom Recruiting for 2012-13 – will work on this weekend.
 3. Draft Klamath Dam Removal Letter for WDAFS – will work on this weekend.
 4. Got a check for a t-shirt – We should remove the link from the website that allows people to order tee-shirts and put in language that says “if you want a t-shirt contact ExCom”. Colleen will work with Kara to remove the link from our website.
2. President-Elect
 - a. Cover Art Contest – information is on website.

- b. Annual Meeting Planning (Briefly) – notes sent around yesterday from planning call.
 - c. Next Annual Meeting Planning Conference Call – second week in December, the doodle poll is out.
3. Vice President & Student Representative
- a. Student Subunit – Oregon or OSU – It seems like we are back where we started with an OSU only subunit. More information is still needed. We need some answers from the University concerning affiliation requirements and support. Discussed keeping the subunit as an OSU student only subunit and seeing if students from other schools would be allowed to participate. If non-OSU students are not allowed in the Subunit, then the next option would be an OSU-student-only subunit with increased participation encouraged (especially by graduate students). The few thousand dollars a year that OSU provides the subunit that would be lost if an Oregon subunit is significant enough to consider maintaining an OSU-student-only subunit. Bill will follow-up with the University.
 - b. Student Subunit Bylaws Revisions per National template – Discussion of if the subunit should have a President-elect or Vice President. May be unreasonable to expect a student to serve a two year term. Also, graduate students and senior undergraduate students would be precluded from the President-elect and subsequent President position. ExCom concluded that the bylaws should include the Vice President position. President-elect wording will be removed from the current draft bylaws. Colleen recommended that the faculty advisor language also be removed from the draft bylaws. This language is not included in the National AFS template and may be too restrictive. ExCom recognizes that an active faculty advisor is critical to the success of forming and maintaining the subunit regardless of language in the bylaws.
4. External Director's Update
- a. Legislative Liaison Contract for 2012 – received a contract from Sue Marshall. Jeremiah Osborne-Gowey and Shivonne will discuss the contract. A two year work plan is most desirable to ExCom. The contract is for \$400/month, with the contract starting in November 2011. There is a lot going on now that Sue can provide advice and direction on.
 - b. Marine Reserves White Paper Update – no response yet.
5. Secretary-Treasurer – minutes and money
- a. Recent income and expenses – expenses were for the fall retreat. Income was \$20 for a copy of the Cutthroat Trout proceedings. Michele will close the Salmon Maturity account and deposit funds into ORAFS account for use in scholarships.
 - b. Overall financial/investment status – no significant change
 - c. Investment Committee Update – have been e-mailing with committee members to get ideas and gather information.
 - d. Taxes – Michele will contact Mary Buckman to schedule a meeting for completing the taxes.
6. Internal Director – Absent

- a. Progress on list of past scholarship and award winners
- b. Progress annual meeting planning
- 7. Student Representative - Absent
 - a. Student Subunit News

1650 ITEM 4: Fall and Spring Workshop(s) – 2012 and Beyond - ongoing

- 1. Estimating Natural Origin Returns – Spring 2013
- 2. Salmon in the City II – Fall 2012 or 2013
- 3. Others (Science and Policy, Renewable Energy Development, Riparian Connections)

1700 ITEM 5: Upcoming ORAFS meetings

- 1. ExCom calls every 2nd Thursday 1500-1700 hrs – Next monthly meeting Dec 8th from 3:00pm to 4:00pm followed by the Annual Meeting planning from 3:00pm to 4:00pm.

1547 Meeting Adjourned.