



# Western Division American Fisheries Society

President Eric Fetherman, President-Elect Julie Carter, Vice-President Tim Copeland, Secretary-Treasurer Laura Burckhardt, Past-President Laurie Earley, Student Representative Meredith Journey

*Advancing fisheries and aquatic science and professionals in western North America and the Pacific Islands*

## **Executive Committee Call: Monday, December 18, 2023**

**Start Time: 10:00 am HT / 11:00 am AKT / 12:00 pm PT / 1:00 pm MT/ 3:00 pm ET**

**Meeting Link (Google Meet): <https://meet.google.com/exq-gqfr-qbx> (or enter through calendar invite)**

Phone: (US) +1 541-363-7664 PIN: 555 836 603#

## WDAFS Executive Committee **AGENDA** (1:00 PM-2:00 PM MT)

WDAFS Officers and Representatives from: AK, AZ/NM, CA/NV, CO/WY, ID, MT, OR, PI, UT, WA/BC

- 1:00 Roll call / determination of quorum (majority of officers, 1/3 of Chapters)
- 1:05 Approval of Midyear ExCom Meeting notes
- 1:07 WDAFS Treasurer's briefing and budget review and balances report (Laura)
- 1:15 AFS Level committee briefings (Management Committee, Governing Board, Membership)
- 1:20 WDAFS committee briefings (Resource Policy and Environmental Concerns-Laurie, Native Fishes-Laurie, Early Career Professional-Julie, Diversity & Inclusion-Julie/Tim, Division Membership-Tim)
- 1:25 Student Activities update (Meredith)
- 1:30 Chapter briefings (roughly 2 minute/chapter)
- 1:50 Old Business
  - Update to mission and vision statements (see above and on website)
  - Continuing Education Courses – send info if have not already
  - Committee representation – AFS communications committee, WDAFS committees
  - Chapter newsletters on Website; submission of content to Tributary in January
- 1:55 New or other business
  - Logo survey closed – new logo
  - Officer representation at Chapter meetings (AK – Eric, AZ/NM – Tim/Julie, CA/NV – Laurie, CO/WY – Meredith/Laura, ID+WA/BC – Laura/Tim, MT – Eric, OR – Laurie, PI – all officers, UT – Julie)
  - Next meetings: January 15 and February 19; both fall on holidays, is this an issue?
- 2:00 Adjourn

Attachments:

1. Monthly financial statement / balances
2. Midyear Meeting notes

WDAFS Officers Meeting **AGENDA** (2:00-3:00 PM MT)

WDAFS Officers to stay on the video conference

- Logo next steps
  - Setting up merchandise site
- WDAFS poster and presentation at Chapter meetings
- Honolulu meeting updates and/or discussion
- Timelines for announcements/deadlines for spring
  - Travel grants
  - Awards
  - Film and photo festival
  - Best of WDAFS symposium proposal submission
  - Others?



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### WDAFS Executive Committee **AGENDA** (1:00 PM-2:00 PM MT)

WDAFS Officers and Representatives from: AK, AZ/NM, CA/NV, CO/WY, ID, MT, OR, PI, UT, WA/BC

- 1:00 Roll call / determination of quorum (majority of officers, 1/3 of Chapters)

Attendees- Leo Rosenthal (MT), Tim Grabowski (PI), Eric Fetherman, Julie Carter, Laurie Earley, Daniel Keller (UT), Donald Arthur (AK), Gary Vonderohe (OR), Jane Trujillo (AZ/NM), Janine Bryan (WA/BC), Miranda Tilcock (CA/NV), Steve Gale (CO/WY), Kevin Meyer (ID); Matt Wipf. A quorum was established.

- 1:05 Approval of Midyear ExCom Meeting notes

Motion made to approve meeting minutes by Laurie Earley, seconded by Steve Gale. Motion passed unanimously.

- 1:07 WDAFS Treasurer's briefing and budget review and balances report (Laura)

Eric- Gave a brief update for Laura. All chapter investments will be moved to separate acct once transfers between the new and old account can be made. Laura is tracking the budget by line item. Western Division is currently holding funds for Pacific Islands Chapter and the Salvelinus Confluentus Curiosity Society.

- 1:15 AFS Level committee briefings (Management Committee, Governing Board, Membership)

Management Committee (Julie/Eric)- Recently approved some bylaws. Engaged in Honolulu Meeting planning. The nominees for the next AFS 2<sup>nd</sup> VP election are Lori Martin & Marlis Douglas. Society-wide webinar education series to be launched soon. Pres Jennings reviewed his plan of work and its progress, e.g., incorporating TEK into the Honolulu meeting and DEI initiatives. Also searching for a replacement for Doug Austin as Executive Director as he retires.

Membership- Met with the Strategic Planning Committee Dec 12 and meeting with the International Fisheries Section next month about the goal to increase international membership in AFS. The committee is still discussing ideas for its plan of work.

Eric asked if AFS officers contacted chapters about coming to their annual meetings. No news yet. Eric to follow up.

- 1:20 WDAFS committee briefings (Resource Policy and Environmental Concerns-Laurie, Native Fishes-Laurie, Early Career Professional-Julie, Diversity & Inclusion-Julie/Tim, Division Membership-Tim)

RPECC- (Laurie) RPECC is organizing a symposium for the Honolulu meeting, "Fire Effects on Surface Waters". Tim G- there is interest in Hawaii on mainland work on this topic and application to the fires on Maui.

This symposium might have interactive part to session (e.g., panel discussion). There might also be a session on the Biden Administrations proposal to study Snake River dam removal.

Native Fishes- (Laurie) No report

Early Career- (Julie) Next committee meeting will be in March. The committee is putting together a January webinar about navigating jobs. The announcement was forwarded thru chapters, which yielded 115 registered so far. This event is free and open to anyone including students, professionals, and ECPs. This will be held January 16th from 2-4PM MST/ 1-3PM PST/ 11-1PM HST. Registration link:

<https://forms.gle/WMKCWwL7imqSgSCa7>

D&I- (Julie/Tim) Committee had a call Dec 1. The committee reviewed the charge and is cooperating with the Equal Opportunity Section to organize a symposium at the Honolulu meeting. A recent product is a flyer to increase diversity for nominees & awards. [https://drive.google.com/file/d/11TwLZUQp-q2TLGbFY\\_8mMu9cdvTBlpF/view?usp=drive\\_link](https://drive.google.com/file/d/11TwLZUQp-q2TLGbFY_8mMu9cdvTBlpF/view?usp=drive_link)

Eric- Emily and Bob Gresswell are working on new scholarship; first meeting later this week.

Membership- (Tim) He reached out to Meredith about how members can sponsor student members. Still organizing thoughts and ideas.

- 1:25 Student Activities update (Meredith)

Eric gave Meredith's update. Student Colloquium dates will be solidified by the end of January. Event will be in the Tetons sometime during May. Meredith is also part of Honolulu planning for student participation.

- 1:30 Chapter briefings (roughly 2 minute/chapter)

AK- Excom met for a retreat in Seward where the 2024 annual meeting will be. They are looking for a system to track and recognize donors, especially for the student travel fund. They want to be more efficient getting donations. Trying the Give Lively web service. Tackling the question, who do we take donations from? This topic was a goal of president Eric Schoen. Excom came up with broad policy that donors must support goals of AK chapter. They also brainstormed child care at meetings, looking for solutions to avoid liability. Finally, AK chapter is planning the annual meeting at the end of March. Call for symposia coming out soon. Two Eye Seeing workshop at beginning of meeting with invited speakers to share experiences to bridge gaps.

AZ/NM- Quiet year because AZ TWS planning annual meeting this year. Registration is now open & live. Call for abstracts is out. There will be a workshop for age & growth because of overflow demand from recent A&G workshop.

CA/NV- Chapter just received a letter from the state re budget freeze last Thursday. Only essential spending will be allowed going forward, which impacts CA/NV annual meeting. Excom emergency call to discuss options for state attendance & donations. Could be huge financial hit. Had many pull abstracts already. Excom must determine what is realistic estimate for loss and how to adjust. (Hybrid options? Push to next year?)

CO/WY- Planning Feb 2024 meeting. The new DEI standing committee will be recognized at the chapter business meeting; they will host a women in science social. Plenary theme will be about the power of storytelling. It will address how to weave into presentations to be more powerful and feature stories about the benefits of AFS membership. There will be a Bob Wiley cookie tribute. Aquaculture Committee is moving along, looking to increase involvement in chapter and next WD meeting. Updated web page. Old logo ingrained in web site, which AFS HQ will need to change. Eric- Reach out to Beth Beard.

ID- Prepping for joint meeting with WA/BC. The 3 student subunits are active. A mentoring program pairing professionals with students will culminate at the meeting, 22 students signed up. Native Fishes of Idaho poster

was just printed. Endowment of a second scholarship in honor of deceased biologist upcoming. Overhauling chapter web site over next few months.

MT- Planning for annual meeting. Struggled with the venue but landing in middle of state, trying to reach out to eastern MT people at Lewistown. Started a new DEI standing committee and it is working with Continuing Ed committee to do a 6-hr training featuring stories a case studies. The MT chapter has mini grants- handing out resource action funds worth \$6k this year. These proposals are voted on by membership ahead of annual meeting. Question from Idaho about how that works. Meeting logo by member Angela. Resource Action Fund information <https://units.fisheries.org/montana/grants/resource-action-fund/>

OR- Annual meeting planning. Abstracts just closed. Award deadlines by end of December. Grants for K-12 schools, reaching out to schools for aquatic education. Program relies on biologists who work with schools. Last year \$8k was awarded, had many apply. Working to spread the word. Extra funds from last annual meeting providing funding for up to 16 ECPs to attend the upcoming annual meeting. DEI committee is providing feedback on how to solicit and review applications. There will be a DEI online workshop next year sometime, currently organizing.

PI- Chapter web site is still underway and moving slowly. Need to get web presence. Officer election ballots out. Bank account cleared by state so the chapter can function as non-profit. Recruiting members to serve on Honolulu planning team.

UT- Annual meeting theme is about implementing new & emerging technologies, with several sessions. The meeting will be a month earlier than typical. The chapter will host a state employee internal meeting in association with the chapter meeting. Trying how to fit this into the meeting. Registration should be out by Christmas.

WA/BC- We are combining symposia proposals for the joint meeting with ID chapter. Call for abstracts coming soon. The World Fisheries Congress pushed the chapter meeting later than usual but it still conflicts with an ocean fisheries meeting. The annual meeting will have an anadromous theme. There is a new federal Snake River policy and recovery questions to talk about. Internally, the chapter has a working group to get people together and excited over the large geographic scale, to help with meeting symposia. Trying to focus membership on younger people. No current student units, trying to organize & rebuild connections.

- 1:50 Old Business

- Update to mission and vision statements (see above and on website)-

This was done at the in-person meeting in Nov

- Continuing Education Courses –

Please send info for webinar if you haven't

- Committee representation – AFS communications committee, WDAFS committees

Looking for involvement from all chapters. Expect contact from chairs.

- Chapter newsletters on Website; submission of content to Tributary in January

New spot on WDAFS web site for chapter newsletters. New WD newsletter end of January. Please share info on annual meetings by 1<sup>st</sup> week January. Send info to Tim D'Amico.

- 1:55 New or other business

- Logo survey closed –

New logo selected.

- Officer representation at Chapter meetings (AK – Eric, AZ/NM – Tim/Julie, CA/NV – Laurie, CO/WY – Meredith/Laura, ID+WA/BC – Laura/Tim, MT – Eric, OR – Laurie, PI – all officers, UT – Julie) Division poster to share at meetings & how to fit in WDA update at your mtgs

- Next meetings: January 15 and February 19; both fall on holidays, is this an issue?

Eric will send poll to choose a day within the same weeks.

- 2:00 Adjourn

Attachments:

1. Monthly financial statement / balances
2. Midyear Meeting notes

WDAFS Officers Meeting AGENDA (2:00-3:00 PM MT)

WDAFS Officers to stay on the video conference

- Logo next steps- done. Send all artists \$25 gift in appreciation. All committees should use in communications.
  - Setting up merchandise site

Set up meeting with Laura Burckhardt to set up an account to receive payments. See CA/NV Zazzle site <https://www.zazzle.com/mbr/238680637477639659>

- WDAFS poster and presentation at Chapter meetings

See previous chapter meeting presentations on google drive for images. Need a separate message for business meetings for WD updates. Poster is to recruit members individually & get interest in WD participation. Eric will outline short presentation for WD updates for officers to use. It will include a slide for info sharing & networking in the update. Tim to have draft poster 1<sup>st</sup> week of Jan.

- Honolulu meeting updates and/or discussion

Discuss program issues (Julie). Keeping things updated & accessible. Putting together sessions & rounding out program. Connect to Cecil Jennings so he can see progress. Leanne Roulson engaged to reinvigorate indigenous student participation at meetings. Idaho participation in silent auction for Honolulu?

- Timelines for announcements/deadlines for spring
  - Travel grants
  - Awards
  - Film and photo festival
  - Best of WDAFS symposium proposal submission
  - Others?

Got \$4k left over from Grand Rapids profit sharing, finish Laurie's budget. Leave in Investment Acct to move later as needed.

Deadlines- Small grants- April 1<sup>st</sup>, awards- May 15. Reach out to past awardees to solicit others for nominations. Can we use AFS web form? Nominations for VP- set by February so that elections are done by April so winner can get to Honolulu. Reach out to potential candidates after holidays. Travel grants will be different depending on meeting (e.g., mid Feb for a May meeting). Tim to set & put in January issue of Tributary. At least an FYI. Announce travel grants awarded early or mid May. Potentially extend if we don't get numbers. Set Film & Photo deadlines in January too.



# American Fisheries Society Western Division

President Eric Fetherman, President Elect Julie Carter, Vice President Tim Copeland, Secretary-Treasurer Laura Burckhardt,  
Past President Laurie Earley, Student Representative Meredith Journey

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## Secretary/Treasurer Report – November 30 2023

### Account Balances by Month

**Table 1. Bank Account Balances**

Account	9/30/2023 Balance	10/31/2023 Balance	11/30/2023 Balance
<b>Bank Accounts</b>			
Wells Fargo Checking	\$ 72,571.39	\$ 65,429.94	\$ 61,783.82
<b>TOTAL Bank Accounts</b>	\$ 72,571.39	\$ 65,429.94	\$ 61,783.82
<b>Investment Accounts</b>			
Charles Schwab - Investments	\$ 563,818.77	\$ 540,160.44	\$ 600,496.38
<b>CDs at Charles Schwab</b>			
CD: BankProV-5.24% (Due 02/20/24)	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
CD: Charles Schwab Bank, TX 5% (Du	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00
<b>TOTAL Investment Accounts</b>	\$ 606,818.77	\$ 583,160.44	\$ 643,496.38
<b>OVERALL TOTAL</b>	\$ 679,390.16	\$ 648,590.38	\$ 705,280.20

## Investment Account

Table 2 displays the current Unit ownership in the Investments portion of the Charles Schwab account. The activity is summarized below.

**Table 2. Unit Balance and Ownership in Investments within the Charles Schwab Account**

	9/30/2023	10/31/2023
<b>Account Value</b>	<b>\$ 583,818.77</b>	<b>\$ 540,160.44</b>
Western Division	\$ 248,449.68	\$ 229,870.46
Western Division Student Travel Fund	\$ 20,599.02	\$ 19,058.62
AZ-NM Chapter	\$ 26,266.18	\$ 24,301.98
CO-WY Chapter	\$ 76,171.92	\$ 70,475.74
Idaho Chapter	\$ 53,815.13	\$ 49,790.80
Utah Chapter	\$ 31,137.51	\$ 28,809.03
WA-BC Chapter	\$ 47,951.05	\$ 44,365.24
Fish Culture Section	\$ 94,436.08	\$ 87,374.09
<b>Percent Ownership</b>	<b>9/30/2023</b>	<b>10/31/2023</b>
Western Division	42.56%	42.56%
Student Travel Fund	3.53%	3.53%
AZ/NM Chapter	4.50%	4.50%
CO/WY Chapter	13.05%	13.05%
Idaho Chapter	9.22%	9.22%
Utah Chapter	5.33%	5.33%
WA-BC Chapter	8.21%	8.21%
Fish Culture Section	16.18%	16.18%

## Wells Fargo Checking Account Transaction

The following table displays the reporting period opening balance, transactions by current budget category, the fiscal year that the transaction was budgeted in, and if the transaction has cleared the account or not.

**Table 3. Checking Account Transactions**

Date	Num	Description	Memo	Category	Tag	Clr	Amount
11/25/2023		United	Fetherman Flight GB Meeting	03 Other Excom Travel:03.03 AFS GB Mid-year ...	FY24	c	-328.65
11/14/2023		Eric Featherman	REIMBURSEMENT FOR WDAFS TEMPE ...	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-230.69
11/14/2023		Officemax Depot Re...	PURCHASE RETURN	08 Miscellaneous Expenses:08.09 Other Supplies	FY24	c	45.57
11/14/2023		Eric Featherman	REIMBURSEMENT FOR WDAFS TEMPE ...	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-230.69
11/14/2023		Officemax Depot Re...	PURCHASE RETURN	08 Miscellaneous Expenses:08.09 Other Supplies	FY24	c	45.57
11/11/2023		Mailchimp	Mail Chimp	08 Miscellaneous Expenses:08.07 Mailchimp	FY24	c	-80.32
11/11/2023		Mailchimp	Mail Chimp	08 Miscellaneous Expenses:08.07 Mailchimp	FY24	c	-80.32
11/8/2023		Lyft	Earley Travel, mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-45.39
11/8/2023		Lyft	Burckhardt Travel, mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-13.97
11/8/2023		Residence Inn	Carter Hotel mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-177.95
11/8/2023		Residence Inn	Journey Hotel mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-355.90
11/8/2023		Residence Inn	Burckhardt Hotel mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-355.90
11/8/2023		Residence Inn	Fetherman Hotel and Parking, mid-year me...	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-385.90
11/8/2023		Residence Inn	Earley Hotel mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-533.85
11/8/2023		Residence Inn	Earley Hotel mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-533.85
11/8/2023		Residence Inn	Fetherman Hotel and Parking, mid-year me...	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-385.90
11/8/2023		Residence Inn	Burckhardt Hotel mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-355.90
11/8/2023		Residence Inn	Journey Hotel mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-355.90
11/8/2023		Residence Inn	Carter Hotel mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-177.95
11/8/2023		Lyft	Burckhardt Travel, mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-13.97
11/8/2023		Lyft	Earley Travel, mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-45.39
11/7/2023		Mht/laz Wc	Earley Travel mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-56.00
11/7/2023		Connections Conc B	Burckhardt Food Expense for mid-year me...	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-7.73
11/7/2023		Culinary Dropout	Officer meal mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-139.32
11/7/2023		Mdw Beechers Hnd...	Earley Food Expense for mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-11.84
11/7/2023		Varsity Tavern	Officer Meal Mid-Year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-119.32
11/7/2023		Phoenicia Cafe Inc	Officer meal, mid year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-77.76
11/7/2023		Emerald City Smoot...	Earley Food Expense for mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-14.86
11/7/2023		Uber.com	Burckhardt Travel	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-49.65
11/7/2023		Zona Cocina	Earley Food Expense for mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-31.06
11/7/2023		Residence Inn	Meeting Room	01 WD Mid-Year Excom Meeting:01.01 Facility or...	FY24	c	-675.63
11/7/2023		Residence Inn	Meeting Room	01 WD Mid-Year Excom Meeting:01.01 Facility or...	FY24	c	-675.63
11/7/2023		Zona Cocina	Earley Food Expense for mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-31.06
11/7/2023		Uber.com	Burckhardt Travel	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-49.65
11/7/2023		Emerald City Smoot...	Earley Food Expense for mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-14.86
11/7/2023		Phoenicia Cafe Inc	Officer meal, mid year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-77.76
11/7/2023		Varsity Tavern	Officer Meal Mid-Year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-119.32
11/7/2023		Mdw Beechers Hnd...	Earley Food Expense for mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-11.84
11/7/2023		Culinary Dropout	Officer meal mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-139.32
11/7/2023		Connections Conc B	Burckhardt Food Expense for mid-year me...	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-7.73
11/7/2023		Mht/laz Wc	Earley Travel mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-56.00
10/26/2023		Officemax	Power outlets for mid-year meeting	08 Miscellaneous Expenses:08.09 Other Supplies	FY24	c	-45.57
10/19/2023		United	Laura Burckhardt, Flight for mid-year meeti...	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-796.85
10/19/2023		United	Laura Burckhardt, Flight for mid-year meeti...	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-796.85
10/17/2023	2016	Meredith Journey	Reimbursement: Flight for Mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-815.63
10/17/2023	2016	Meredith Journey	Reimbursement: Flight for Mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-815.63
10/11/2023		Mailchimp	monthly service fee	08 Miscellaneous Expenses:08.07 Mailchimp	FY24	c	-80.32
10/11/2023		Mailchimp	monthly service fee	08 Miscellaneous Expenses:08.07 Mailchimp	FY24	c	-80.32
10/5/2023	2015	Westin Westminister	Facility Deposit for 2026 Meeting.	WD Meeting Loan	FY24	c	-5,000.00
10/5/2023	2015	Westin Westminister	Facility Deposit for 2026 Meeting.	WD Meeting Loan	FY24	c	-5,000.00
10/3/2023		Amway Grand Plaza	Eric Fetherman, Grand Rapids Meeting	03 Other Excom Travel:03.01 GB Excom Meeting	FY23	c	54.72
10/1/2023	2014	Tim Copeland	Reimbursement: Flight for Mid-year meeting	01 WD Mid-Year Excom Meeting:01.03 Excom Tr...	FY24	c	-457.80

## Fiscal Year 2024 Budget Overview

The following table displays the FY24 budget categories, opening balances, and transactions during the reporting period by category.

**Table 4. Fiscal Year 2024 budget and transactions.**

Date	Description	Memo	Clr	Amount
<b>EXPENSES</b>				<b>76,014.36</b>
<b>01 WD Mid-Year Excom Meeting</b>				<b>3,372.00</b>
<b>01.01 Facility or Other Expense</b>				<b>749.37</b>
10/1/2023	Opening Balance			1,425.00
11/7/2023	Residence Inn	Meeting Room	c	-675.63
<b>01.03 Excom Travel Expenses</b>				<b>2,622.63</b>
10/1/2023	Tim Copeland	Reimbursement: Flight for Mid-year meeting		-457.80
10/1/2023	Opening Balance	Reimbursement: Flight for Mid-year meeting	c	7,300.00
10/17/2023	Meredith Journey	Reimbursement: Flight for Mid-year meeting	c	-815.63
10/19/2023	United	Laura Burckhardt, Flight for mid-year meeti...	c	-796.85
11/7/2023	Mht/laz Wc	Earley Travel mid-year meeting	c	-56.00
11/7/2023	Connections Conc B	Burckhardt Food Expense for mid-year me...	c	-7.73
11/7/2023	Culinary Dropout	Officer meal mid-year meeting	c	-139.32
11/7/2023	Mdw Beechers Hn...	Earley Food Expense for mid-year meeting	c	-11.84
11/7/2023	Varsity Tavern	Officer Meal Mid-Year meeting	c	-119.32
11/7/2023	Phoenicia Cafe Inc	Officer meal, mid year meeting	c	-77.76
11/7/2023	Emerald City Smoo...	Earley Food Expense for mid-year meeting	c	-14.86
11/7/2023	Uber.com	Burckhardt Travel	c	-49.65
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11/8/2023	Lyft	Earley Travel, mid-year meeting	c	-45.39
11/8/2023	Lyft	Burckhardt Travel, mid-year meeting	c	-13.97
11/8/2023	Residence Inn	Carter Hotel mid-year meeting	c	-177.95
11/8/2023	Residence Inn	Journey Hotel mid-year meeting	c	-355.90
11/8/2023	Residence Inn	Burckhardt Hotel mid-year meeting	c	-355.90
11/8/2023	Residence Inn	Fetherman Hotel and Parking, mid-year me...	c	-385.90
11/8/2023	Residence Inn	Earley Hotel mid-year meeting	c	-533.85
11/14/2023	Eric Featherman	REIMBURSEMENT FOR WDAFS TEMPE ...	c	-230.69
<b>02 AFS WD Annual Meeting</b>				<b>29,500.00</b>
<b>03 Other Excom Travel</b>				<b>14,650.00</b>
<b>04 Awards</b>				<b>450.00</b>
<b>05 Grants</b>				<b>8,250.00</b>
<b>05.01 Travel Grant International Travel</b>				<b>750.00</b>
<b>05.02 Travel Grant Emeritus Travel</b>				<b>750.00</b>
<b>05.03 Travel Grant Professional Travel</b>				<b>750.00</b>
<b>05.04 Travel Grant Indigenous People</b>				<b>2,000.00</b>
<b>05.08 Small Grants Project</b>				<b>4,000.00</b>
<b>06 Student Support</b>				<b>11,250.00</b>
<b>07 Committees</b>				<b>5,500.00</b>
<b>08 Miscellaneous Expenses</b>				<b>3,042.36</b>
<b>WD Meeting Loan</b>				<b>0.00</b>

### Fiscal Year 2024 SCCS Budget Overview

WDAFS holds funds on behalf of SCCS in the Wells Fargo Checking Account. The account balance is currently \$1,947.97 with no transactions in the current fiscal year

## Fiscal Year 2024 Pacific Islands Chapter

WDAFS holds \$8,000 on behalf of Pacific Islands Chapter and \$500 on behalf of the Pacific Islands Student Sub-unit in the Wells Fargo Checking Account. Note that the funds for the student sub-unit cannot be used for membership fees.



# Western Division American Fisheries Society

President Eric Fetherman, President-Elect Julie Carter, Vice-President Tim Copeland, Secretary-Treasurer Laura Burckhardt, Past-President Laurie Earley, Student Representative Meredith Journey

*Advancing fisheries and aquatic science and professionals in western North America*

WDAFS Executive Committee Minutes (8:00 – 5:00 PM PT)

Saturday November 4, 2023, Tempe AZ, and Virtual.

## Roll call & Introductions

### Participants:

- Laurie Earley, WD Past President
- Eric Fetherman, WD President
- Julie Carter, WD President-Elect
- Tim Copeland, WD Vice President
- Laura Burckhardt, WD Secretary-Treasurer
- Meredith Journey, WD Student Representative
- Erik Schoen, AK Chapter President
- Chris Penne, UT AFS Chapter President
- Janine Bryan, WA/BC AFS Chapter President
- Miranda Bell Tilcock, CA/NV AFS Chapter President
- Leo Rosenthal, MT Chapter President
- Zach Beard, AZ/NM Chapter President Elect
- Gary Vonderohe, Oregon AFS Chapter President
- Kevin Meyer, ID Chapter President
- Tim Grabowski, Pacific Islands AFS Chapter President
- Matt Wipf, Emerging Mentor Leadership Awardee
- Steve Gale, CO/WY AFS Chapter Presidents
- Audrey Harris, Early Career Professionals, Co-chair

## Determination of quorum (majority of elected officers, 1/3 Chapters)

A quorum was present.

## Motion: Approve October Excom meeting minutes (Attachment A)

Tim Copeland moved and Erik Shoen seconded. October notes were unanimously approved.

## WDAFS purpose and Excom roles and responsibilities (Attachment B)

1. Eric reviewed Attachment B. Goal is full representation of Chapters are every meeting.
2. Would like representation of the Chapters are the Hawaii meeting through the Best of Western Division symposium.
  - a. Laurie will talk to Dan Cassidy or Shawn Johnson about how to waive registration for the students.

- b. How do Chapters decide what representative goes to the meeting? ID & OR typically the sends the Best Student Paper Awardee.
- c. Encourage that WD timing of awards are set to occur after the Chapter meeting dates. Group discussed if WD Student travel should be used for these awards vs. Chapters budgeting for the awardee.
- d. Tim G. will look into the possibility of housing students off site for a cheaper rate
- 3. WD has heard that the connection between the Division and Chapters need to be improved.
  - a. Would like to see Chapters contribute to the Tributary.
    - i. WD Newsletter editor could reach out to the Excom for content
  - b. WD content can also be shared in the Chapter newsletters
    - i. Chapters could share their newsletters with Excom
- 4. WD would like to see the website as up to date as possible
  - a. Announcements section of website could be updated with Chapter newsletters
  - b. Consider posting on Facebook

### **WDAFS Mission and Vision statements and President's Plan of Work (Attachment C)**

Eric reviewed the Mission, Vision, and President's Plan of Work. Detailed discussion points outlined below:

- 1. Encourages participation in the local planning teams (Item 1). Could use help in socials and auction. If people are interested in helping, contact Eric. Julie is co-chairing the program committee. Laurie is leading Best of Western Division symposium and volunteers. Tim is working on signage. Meredith is working on Student Activities. Laura is working with Dan Cassidy on the budget.
  - a. Action Items - Eric will write-up a request for Chapters to send out to Chapter and Division list serves. Eric will send out the list of vacancies and contact information. This call will be added to the Division website.
- 2. Student Membership Drive (Item 4) – Membership committee will be developing methodology for gathering names.
- 3. Committees (Item 5)-
  - a. WDAFS Scholarship and Diversity and Inclusion committees to develop a new student scholarship opportunity (Item5), and potential ways to fund it. Need to develop best methods for collecting funds with limited fees.
  - b. Resource Policy Committee leads policy concerns
- 4. Communication (Item 6)–
  - a. WD AFS is here to represent Chapters and their needs to the Society
  - b. SimpleList: Laura will email out information she has received from Beth Beard about SimpleList and options for formatting emails.

Excom discussed that the Mission and Vision did not include the Pacific Islands Chapter Laurie made a motion to amend the mission and vision to add Pacific to the “wester North America” statements. Group discussed that Pacific is broad and should be narrowed to Pacific Islands. Original motion passed. Laurie made a motion to amend previous motion to include the following revisions “Western North American and the Pacific”. Tim C. seconded. Motion passed.

#### **WDAFS MISSION:**

The mission of the Western Division of the American Fisheries Society is to: 1) improve the conservation and sustainability of unique fishery resources and aquatic ecosystems **in western North America and the Pacific Islands** by advancing fisheries and aquatic science and promoting the development of fisheries professionals, and 2) serving as an effective bridge between the Society and Chapters within the Western Division, promoting communication among and support of the Chapters and membership, and being the American Fisheries Society's representative to the public in **western North America and the Pacific Islands.**

#### **WDAFS VISION:**

The Western Division of the American Fisheries Society seeks to be recognized as the pre-eminent

organization providing fisheries information to decision makers in all **arenas of western North America and the Pacific Islands**. While fulfilling our vision, we will recruit and develop new fisheries professionals by offering learning and training opportunities crucial to maintaining a well-trained profession, support programs and efforts to increase diversity and inclusion, and enhance the value of American Fisheries Society professional certification.

## **Student Activities**

Meredith will be meeting with the Pacific Islands Chapter this month. The Student Colloquium is planned for the last two weeks in May at the AMK research station in the Tetons. Meredith will send out a location survey with three location options. Meredith will send out information to gauge interest on the membership drive and the student housing information for the Hawaii meeting. Group discussed purpose of the Student Colloquium timing in May. Students are encouraged to join if they want to attend. There has been differing costs in the past for member vs. non-members.

## **Committee Review (Attachment D)**

Active committee membership was sent out. We welcome participation from Chapters. WD officers serve as liaisons for WD committees:

- Financial Sustainability – Troy Brandt – WD Chair.
  - Meet quarterly to review financial performance and recently discussing split into two accounts. The investment is held with Charles Schwab. We have also removed past treasurers and updating officers.
  - Shared and reviewed Executive Committee Mid-year meeting document.
    - Account Split – Will sell value of non-WD AFS value and invest in S&P500. No capital gains or penalties associated with sales. S&P 500 (9.9%) vs. WD AFS (6.1%) over the last year. No questions or discussion.
- Early Career Professionals – Looking for members for AK, AZ/NM and UT chapter. Hosting a winter webinar in January focused on hiring and finding jobs. The flyer will be sent out in December. Also, getting a google form together to allow people to submit cover letters and resumes for feedback on a year round basis.
- Native Fishes – Now a standing committee and ScCS is a subcommittee. As we shift out of field season, the WDAFS Western Native Fishes committee looks forward to restarting semi-regular virtual committee meetings to assess committee priorities moving forward. Preparing to host our annual symposium at the upcoming 2024 WDAFS meeting. We look forward to helping assist with the upcoming 2024 ScCS meeting

The 2024 ScCS meeting will be held in the Methow River Watershed in north-central Washington from September 17-19, 2024. The Methow is a designated core area for bull trout and is home to over 10 identified local populations that express diverse life histories including fluvial, adfluvial, and resident forms. Join us to learn more about these amazing fish, this amazing place, and meet new friends and old in a lovely setting close to the home waters of bull trout. The steering committee for this gathering is busy getting things organized to make this a memorable event, and more details will be coming soon. For information, please contact John Crandall, [john@methowsalmon.org](mailto:john@methowsalmon.org).

- Resource Policy and Environmental Concerns – No update
- Grants and Nominations – Timelines will be discussed and tailored around WD meeting. Please send your nominations for officers to Laurie.
- Newsletters due dates will be shifted to Jan/April/July 15th, Deadlines 1st week of the month

- Membership – Please renew your membership! Tim shared current membership statistics. 2,413 members and statistics on breakout of each chapter was shared (see photo below). Society goal was to get 10K and are currently at 7K.

Count of Id	Column Labels									
Row Labels	DEV	HONOR	LIFE2	REG	RET	SLVER	STU	SUST	YPROF	Grand Total
AK			39	84	12		39	3	33	210
AZ			8	20	4		12		8	115
BC			13	48	8		21		13	525
CA	1	1	42	180	35		73	1	59	420
CO			17	73	9		27		25	221
GU			1	1						2
HI			4	16	3		7		7	37
ID			27	153	13	1	35		63	292
MT			17	74	16	1	16		16	140
NM			10	30	1	1	12		9	63
NV			6	15	5		1		1	28
OR			48	180	41	1	48	1	44	363
UT			4	47	4		19		13	87
WA			70	241	33	1	38	4	34	421
Washington				1						1
WY			14	29	2		17		8	70
YT				1						1
<b>Grand Total</b>	<b>1</b>	<b>1</b>	<b>320</b>	<b>1193</b>	<b>186</b>	<b>5</b>	<b>365</b>	<b>9</b>	<b>333</b>	<b>2413</b>

**DEI** – No recent meetings. Business currently conducted via email. Eric viewed DEI Committee Recommendations from 2021 (Attachment E).

**Chapter needs from or expectations of WDAFS committees**

Best Practices with Fundraising (e.g. that Federal sponsors can donate via PayPal). Maybe facilitate Fundraising discussions between Chapters to encourage knowledge sharing. Discussion of committee focused on fundraising and budget for fundraising.

**WDAFS representation on Society committees**

Two new committees: Professional Development Committee, Development Committee, and Communications Committee. Also Communication Committee is looking for WD representation. Development Committee if focused on sponsorship and fundraising for the Society Operation with “unrestricted” funds for membership benefits. They are looking for a member to serve for a 2 year period starting in January. The Committee wants to make sure they aren’t taking away sponsorship from the Chapters. Carter Kruz was recommended.

Professional Development Committee has two WD representatives now. Kat GR and Matt Wipf ([matt.wipf@mt.gov](mailto:matt.wipf@mt.gov)) are looking for feedback on past trainings or workshops, what you’re hoping to do, costs, and success of these trainings. Eric will email out Kat and Matt’s email address.

Communication Committee – meets for 1 hour every other month. CA/NV member may be interested. Contact Laurie with interest.

Riparian Challenge is looking for a new chair.

**Treasurer’s briefing**

Laura provided a review of the October balance sheet. The group discussed the financial sustainability plan. The group also discussed placing funds above the 1 year operating in higher yield savings or money market. This will be implemented when the accounts are split.

**Proposed 2023-2024 annual budget review and approval**

- Operating budget includes 3-year average of expenditures for core commitments. Goal is \$57,500 in cash and 2<sup>nd</sup> year of operating budget (\$57,500 in CDs).

- FY23 Budget – Discussion of need to transfer funds from Student Support investment to balance the budget will occur at the December Officer Meeting
- Proposed Budget was Reviewed:
  - Income from Honolulu Meeting: Negotiating with Society on percent profits (7.5%) but this has not been locked in yet. The meeting budget has not been set yet.
  - Other incomes: Dues rebates, rollover from the 2022 Colloquium that did not occur, Student support investment.
  - Meetings:
    - Hawaii Meeting: Estimated \$750 for registration, \$950 for flight, Hotel is \$250/night, federal per diem is \$100/day minus 50% of meals being supplied at the meeting.
      - No governing board or management committee expense will occur next year, it's all part of the Hawaii Meeting
    - Mid-year Governing Board Meeting is part of the World Fisheries Congress Meeting
  - Awards: Plaques costs have increased. Award support of \$500/awardee is often not used by federal employees. Budget was \$500 for the seven award winners (\$3,500). Recommend to cut the funding to zero.
  - Grants –
    - Cut out sponsorship for other AFS meetings
  - Student Support – Typically \$1,000. Was set to \$1,250 due to extra funds from FY23.
  - Committees –
    - ECP increased to \$2,000. FY 23 used \$500 for travel and \$500 for training. Extra increase is for travel support for annual meeting participation.
    - D&I – Typically has a \$1,000 budget and have not fully used the funds. Last year they did not have anyone apply for a mentorship grant applicant that comes with a \$500 award. Last year's awardee also did not have any travel costs.
    - Native Fishes & RCPP committee – Both typically host a symposium at the meeting. They have not previously had funding. The \$750 increase is to get them to the meeting.
  - **Miscellaneous Expenses**
    - Branding update - \$300 will come out of Laurie's budget not FY24

#### Discussion

- Line 12 – Why isn't there's Interest income? Laura will ask Troy about accounting for this with the joint account.
- We are trying to do something that is expensive and we aren't sure of what the income will yield and this could be a worst case scenario. Our financial health as a division is good.
- Committees should be challenged to develop their budgets for future fiscal years – by October 15th
- Value is added by having Division representation and interaction at Chapter Meetings.
  - May be beneficial for WD Officers to participate in Excom planning meeting

Laurie moved to approve the budget with the revisions. Tim C. seconded. Unanimously approved.

#### **Chapter Business– Highlight items beneficial to other chapters**

- WA/BC – The Chapter retreat focused on how to get membership engaged in the annual meeting and working groups. Newsletter called for publication and recognition of publications. Looking into how to change the dynamic of getting State agencies to AFS meetings. Reaching out to students and professors to get emphasis on knowledge sharing and focus on students.
- Idaho – ID has a large active membership. Working on improvements on communications, file storage and security, membership drive, professional development. ID started a high yield savings account at Chase for 4.5%. Looking forward to the joint meeting.
- CO/WY – CO/WY has Excom meeting on November 21<sup>st</sup> to focus on annual meeting planning. Committees are loaded with new people that are being mentored by long standing committee

members. Women in fisheries social networking event. Bob Wiley will be honored at the meeting. Theme is Connections to remind people why they are involved in AFS. Looking to plan non-typical plenary session with “Chapter” memories. Four student subunits have all elected new officers.

- Pacific Islands – Working to get setup with a bank account. Working to fill in the gaps on the Honolulu meeting. Working to promote the World Fisheries Conference and Hawaii Meeting. Student subunit is working to recruit more subunits.
- CA/NV – Call for abstracts is out for the annual meeting. Want to work to build engagement within the Chapter and doing more for the membership. Science spotlight or other ways to engage members. Going to try and switch to every other year for AFS meetings to reduce competition with other conferences. They are trying to build events throughout the year to maintain engagement – white water rafting with lunchtime fisheries talk, camping with restoration talk, one day student workshop.
- Oregon – Have recruited a new webmaster. Have started a logo contest and notified the student subunits. Winner of the logo contest will be revealed at the annual meeting. They are having a hybrid meeting but with livestream only (no recordings). Using Flipit app which is \$1,300. Will have 4-5 concurrent sessions plus the plenary will be livestream. In-person registration is \$300 and livestream only is \$100. Chapter is getting a disbursement from the Investments and they are looking into how best to spend the funds.
- Alaska – Will be having an in person meeting only in Seward. Hoping to have strong student participation. Offered free high school student registration, last year. Offered free tribal registration and they advertised it as this was sponsored by a Native corporation. NSF training programs focused on decolonizing fisheries science in Alaska organized racial equity dialogue course. The organizers want to jointly host a course in Hawaii. Had a full day DEI training (Cheryl Barnes) that was successful and has led to quarterly networking meetings. Have a newly endowed Student travel fund and they are fundraising to add \$55K to that fund to make it self-sustaining with interest. They are looking to bring in professional fundraiser to help.
- AZ/NM – AZ TWS is responsible for planning the annual meeting in Flagstaff. Hosting a Fish Aging workshop in December, expecting 30 participants.
- Utah – Theme is Fisheries Innovations and How to Swim in an Age of Innovation. Webmaster is a voting member. Have committee focused on Bylaws and elections. The last meeting had around 90 attendees. Division of Wildlife sponsors the UT chapter by \$12-15,000 in exchange for them to keep registration low. The chapter is looking into if they should move away from this and be self-funded by registration costs. Considering adding lightning talks.
- Montana – Planning for annual meetings. Trying to get better engagement from the eastern part of the state but it is challenging with small towns. The meeting will be in Lewistown MT. Have two student subunits. Have a student mentoring fish trivia event. Amber Steed is helping setup a DEI committee for MT.
- Fish Culture Section – Recently fill newsletter editor and webmaster positions. Fall newsletter is coming out soon. Cool water workshop was hosted in Grand Rapids. R for fish culture workshop is coming up. Cosponsoring three symposiums at Aquaculture America meeting. Sponsoring rewriting the Fish Culture Bible from 1950s and that should be available in 2024.

## Old Business

- WDAFS support survey results and discussion (Laurie; Attachment I) – Laurie reviewed the survey results. [Unit Leaders Guide](https://fisheries.org/about/units/guidelines/) available at <https://fisheries.org/about/units/guidelines/>

- What can WDAFS do to increase visibility to the average chapter member, relevancy among all chapters

Discussion:

- Put in for perspective how to manage the time commitment
- Help with explaining membership benefits and how to persuade people
- May be beneficial for WD Officers to participate in Excom planning meeting
- Promote the benefits of AFS membership
  - The presentations don't allow for conversation
- Members see the benefits directly to Chapter members, benefits that are tangible
- Articulate what a Western Division meeting brings vs. just a regular Chapter meeting
  - Package why the Western Division symposium is an honor for Student subunits.

How to engage Chapter officers in WD AFS business earlier?

- Get earlier (younger professionals) engagement in the Chapters
- Get Chapter officers engaged in division committees

What is the message we need to put out there and how do we transmit it?

- Maybe a presentation at the poster session or social instead of a 5-minute talk at business meeting
- Future WD AFS meeting
  - 2024 – Hawaii
  - 2025 – CO/WY
  - 2026 – OR
  - 2027 – AZ/NM
- Society Meeting should be in WD in 2028. Any Chapters that want to host? In Spokane, WA/BC got around \$52,000 in proceeds.
- Hawaii meeting planning update was reviewed. Looking for volunteers and continuing education ideas. Call for Symposium will come out in January. No virtual component will be provided.

Meeting adjourned at 4:50pm PT